

2021

**SERVICE REGULATIONS FOR KVK  
FUNCTIONARIES UNDER AAU:**

**A READY RECKONER OF KVK ADMINISTRATION**



**ASSAM AGRICULTURAL UNIVERSITY  
JORHAT ::: 785013 ::: ASSAM**

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## **KRISHI VIGYAN KENDRA**

The “Krishi Vigyan Kendras” (KVK) are grass root level organizations meant for application of technology through assessment, refinement and demonstration of proven technologies under different micro farming situations in a district. The KVKs, an innovative institution designed and managed by the ICAR, working as knowledge resource centres at district level are playing a vital role in transfer of technology through assessment and demonstrations for its application and capacity development. To strengthen the framework of fine tuning technologies, the ICAR has established a wide network of Krishi Vigyan Kendras, to empower the farmers, farm women and rural youth through capacity building.

### **GENESIS OF KRISHI VIGYAN KENDRAS (KVKs)**

The Education commission (1964-66) recommended to establish specialized institutions to provide vocational education in agriculture and allied fields to cater the training needs of a large number of boys and girls coming from rural areas. The recommendation of the commission was thoroughly discussed at all the relevant levels. Finally, ICAR noted the idea of establishing Krishi Vigyan Kendras (Agricultural Science Centre) as innovative institutions for imparting vocational training to the farmers, school drop outs and field level extension functionaries. The ICAR constituted a committee in its meeting held in August, 1973 headed by Dr. Mohan Singh Mehta of Seva Mandir, Udaipur for working out a detailed plan for implementing Krishi Vigyan Kendras (KVK). The committee submitted its report in 1974 and the first KVK, on a pilot basis was established in 1974 at Pudducherry under the administrative control of Tamil Nadu Agricultural University, Coimbatore. There are 722 KVKs in India till May, 2021. In Assam, the first KVK was established in 1980 at Napam, Sonitpur under Assam Agricultural University, Jorhat and presently, 23 KVKs are in the state. By next 5(five) years, establishment of another 6 KVKs in the districts of Biswanath, Charaideo, Majuli, South Salmara, Hojai and West Karbi Anglong is envisaged.

### **FUNCTIONING OF KVK**

Authority of the KVKs is vested in the Indian Council of Agricultural

Research, having its headquarters at Krishi Bhawan, New Delhi. The coordination and monitoring functions at the national level is done by the Deputy Director General (Agril. Extension) and three Assistant Director Generals through organization of National Workshop, frequent meetings of the ICAR- ATARI Director and critical review of progress and reports. Coordination and monitoring functions of KVKs under AAU at the Zonal level is performed by the Director, ICAR- ATARI, Zone VI, Guwahati with the help of scientists and technical officers through annual zonal workshop, visit to KVKs and review of progress and reports. The host institution is responsible for overall supervision of the programmes in the KVK. The Assam Agricultural University is the host institute for the KVKs under the University. The Directorate of Extension Education, AAU, Jorhat acts as the facilitator and provides guidelines, monitors and evaluates the extension programme of KVKs.

### **MANDATE OF KVKs**

The mandate of KVK is Technology Assessment and Demonstration for its Application and Capacity Development. The KVKs are involved in the application of science and technology with the following objectives.

1. Conducting On farm testing to identify the location specificity of agricultural technologies under various farming system.
2. Organizing Frontline Demonstration to establish the production potential of improved agricultural technologies on the farmer's field.
3. Organizing training of farmers, farm women & rural youth to update their knowledge in agriculture and allied subjects.
4. Organizing training of extension personnel to orient them in the frontier areas of technology development.
5. KVK works as knowledge and resource centre of agricultural technology for supporting the public, private and voluntary sector for improving agricultural economy of the districts.

It also provides farm advisories using ICT and other media means on varied subjects of interest to farmers. In addition, KVKs would produce quality technological products (Seed, planting material, bio-agents, livestock etc.) and make it available to farmers, organise frontline activities, identify and document selected farm innovations and converge with ongoing schemes and programmes within the mandate of KVK.

## KVKs under Assam Agricultural University

The 23 KVKs functioning under the Directorate of Extension Education, Assam Agricultural University in 6 agro climatic zones are shown in the map and listed below.

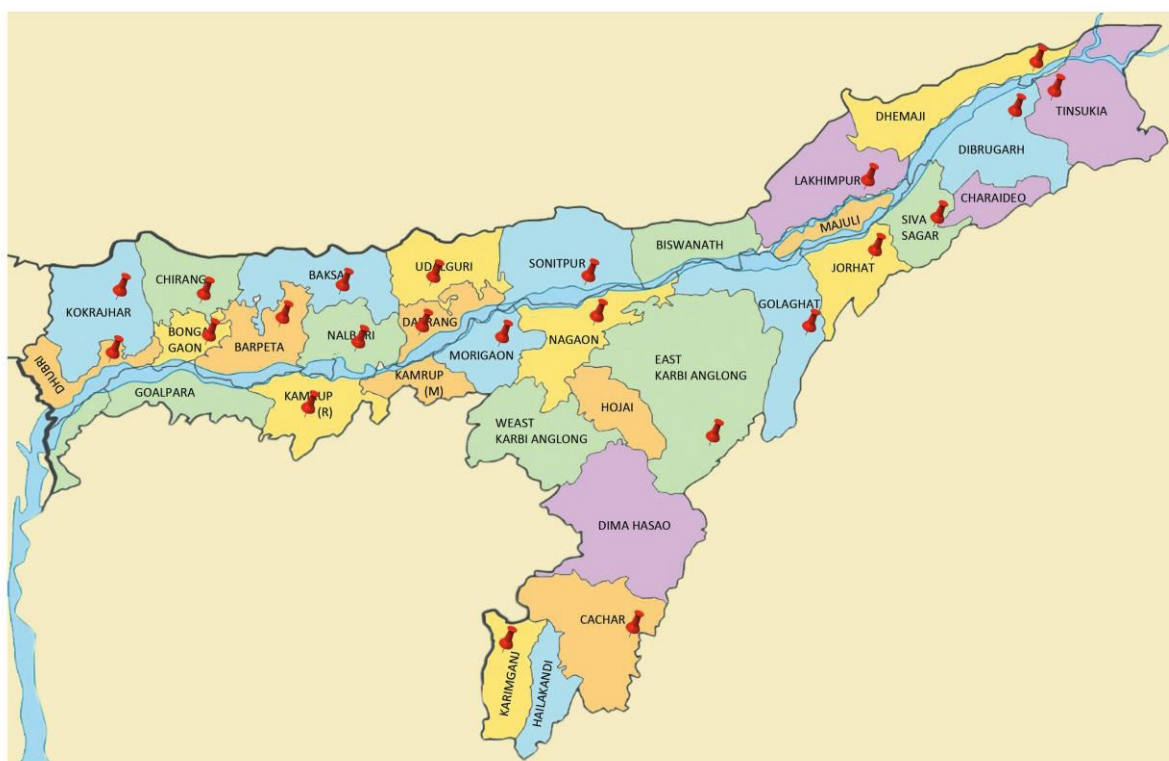


Fig 1: KVKs under AAU

Table 1. KVKs under AAU

Agro- Climatic Zone	District	Location	Year of establishment
Upper Brahmaputra Valley	Golaghat	Khumtai	1995
	Sivasagar	Rohdoi	2003
	Tinsukia	GelaPukhuri	2004
	Dibrugarh	Romai	2007
	Jorhat	Teok	2007
North Bank Valley Zone	Sonitpur	Napam	1981
	North Lakhimpur	Moidomia	2004
	Dhemaji	Silapathar	2005

	Darrang	Mangaldoi	2007
	Udalguri	Lalpool	2012
Central Brahmaputra Valley Zone	Nagaon	Shillongoni	2004
	Morigaon	Jhargaon	2014
Hill Zone	Karbi Anglong	Diphu	2004
Barak Valley Zone	Cachar	Arunachal	1995
	Karimganj	Akbarpur Farm	2004
Lower Brahmaputra Valley Zone	Kokrajhar	Gossaigaon	1985
	Nalbari	Sariohtoli	2004
	Barpeta	Howly	2004
	Chirang	Kajalgaon	2004
	Kamrup	Kahikuchi	2004
	Dhubri	Bilasipara	2006
	Baksa	Chiknibari	2014
	Bongaigaon	Abhayapuri	2014

**Table.2 Staffing pattern in KVKs (as per sanction of ICAR)**

<b>Cadre</b>	<b>Designation</b>	<b>Number</b>
Scientific staff	Sr. Scientist & Head	1
Technical staff	Subject Matter Specialist(T-6)	6
	Programme Assistant(T-4)	1
	Programme Assistant (Computer)(T-4)	1
	Farm Manager(T-4)	1
	Driver(T-1)	2
Administrative staff	Assistant	1
	Stenographer Grade- III	1
Supporting Staff	Supporting Staff Grade-I	2

**PART-I**

**ADMINISTRATION**

## **PART-I: ADMINISTRATION** **EMPLOYEES SERVICE REGULATIONS**

**1.0 Krishi Vigyan Kendras** (Farm Science Centre) are grass root level organizations meant for application of technology through assessment, refinement and demonstration of proven technologies under different 'micro farming' situations in a district" (Das, 2007). Krishi Vigyan Kendras under Assam Agricultural University are governed in accordance with the MOU signed between the University and the Indian Council of Agricultural Research (ICAR).

### **2.0 Definitions:**

In these rules, unless there is anything repugnant in the subject or context-

- (a) 'Act' means the Assam Agricultural University Act, 1968 as amended upto date.
- (b) 'University' means Assam Agricultural University established under the Act.
- (c) 'Board' means the Board of Management of the University constituted under section 10 of the Act.
- (d) 'Appointing authority' means Vice Chancellor of Assam Agricultural University.
- (e) 'ICAR' means Indian Council of Agricultural Research.
- (f) 'KVK' means the Krishi Vigyan Kendras under the Assam Agricultural University.
- (g) 'MOU' means Memorandum of Understanding signed between the University and ICAR at the time of establishment of KVKs.
- (h) 'Staff' means the employees of KVK in different cadres.

### **3.0 Categorization and cadre strength of staff:**

#### **3.1 Categorization of staff**

The posts in the Krishi Vigyan Kendras under Assam Agricultural University have been categorized as Scientific, Technical, Administrative (including Accounts) and Supporting staff as indicated remain under:

- **Scientific:** Scientific personnel shall be those who are engaged in agricultural research and education (including extension education), be it in



physical, statistical, biological engineering, technological or social sciences. This category shall also include persons engaged in planning, programming and management of scientific research.

- **Technical:** Technical personnel shall be those who render technical services in support of research and education whether in the Laboratory, Workshop or field or in areas like Library Documentation, Publication and Agricultural Communication.
- **Administrative:** Administrative personnel shall be those who provide administrative support for smooth functioning of the Laboratory /Institute/Headquarters/ Organization.
- **Supporting:** Supporting personnel shall be those who generally help and support all the three categories of staff stated above in discharge of their duties. They may be skilled, semi-skilled or unskilled personal.

### **3.2 Cadre Strength**

The strength of cadre in each category **shall be determined by the Indian Council of Agricultural Research from time to time.** Presently, the staff strength of a Krishi Vigyan Kendra is 16 nos. and the distribution of cadres is as under. (The strength of the cadre may be revised as per guidelines of the ICAR)

#### **3.2.1 Scientific category:**

The scientific category consists of the post of Senior Scientist and Head.

#### **3.2.2 Technical category:**

The Technical category comprises of the post of Subject Matter Specialist T-6, Programme Assistant- T4, Programme Assistant (Computer)/ Computer Programmer- T-4, Farm Manager- T-4 and Driver- T-1.

#### **3.2.3 Administrative category:**

The Administrative category consists of the posts of Assistant and Stenographer Grade-III.

#### **3.2.4. Supporting category:**

The total no. of supporting staff under this category is 2.

#### 4.0 Minimum qualifications for Direct Recruitment of Staff

The qualifications for direct recruitment of staff under different categories will be as per ICAR guidelines. The required qualifications prescribed by the ICAR are as follows:

#### 4.1 Scientific category

Sl. No.	Designation	No. of post in KVK	Minimum essential Qualification(s)
1	Senior Scientist & Head	As per sanction of ICAR	Doctoral degree in the relevant field of Agriculture/ Horticulture/ Animal Science/ Fisheries/ Sericulture/ Community Science/ Agricultural Engineering with 8 years of experience (excluding the period spent in obtaining Ph.D. Degree) in the relevant subject as Scientist/ Lecturer/ Extension Specialist or in an equivalent position in the Pay Band 3 of Rs. 15,600/- Rs. 39,100/- with grade pay of Rs. 5,400/ Rs. 6,000/-, Rs. 7,000/-, Rs. 8,000/-, (As per 6 <sup>th</sup> CPC's Report) having contributions to research/ teaching/ extension education as evidenced by published work/ innovations and impact. <b>Desirable:</b> Specialization in implementing extension education programme.

## 4.2 Technical category

Sl. No.	Designation	No. of post in KVK	Minimum essential Qualification(s)
1	Subject Matter Specialist- T-6	As per sanction of ICAR	Master's degree in Agriculture/ Animal Science/ Horticulture/ Fisheries Science/Community Science/ Sericulture from a recognized University.
2	Programme Assistant(Lab Technician) -T-4	- do -	Bachelor's degree in Agriculture/ Animal Science/ Horticulture/ Fisheries Science/Community Science/ Sericulture from a recognized University.
3	Programme Assistant (Computer)/ Computer Programmer- T-4	- do -	Bachelor's degree in the relevant field (Computer Science/ Computer Application/ Information Technology) or equivalent from a recognized University.
4	Farm Manager- T-4	- do -	Bachelor's degree in Agriculture/ Horticulture/ Animal Science/ Fisheries Science/Sericulture from a recognized University.
5	Driver (erstwhile Driver-cum-Mechanic)- T-1	- do -	Essential qualification: i) Passed HSLC or its equivalent examinations from a recognized board. ii) Driving license for both heavy and light vehicles from the appropriate Authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of Institute) iii) Two (2) years' experience of

			<p>driving</p> <p>Desirable:</p> <p>i) One year trade certificate in the relevant field from ITI;</p> <p>ii) Experience of motor mechanic works.</p>
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#### 4.3 Administrative category

Sl. No.	Designation	No. of post in KVK	Minimum Essential Qualification(s)
1	Assistant (erstwhile Office Superintendent-cum- Accountant)	As per sanction of ICAR	Bachelor's degree in any subject from a recognized university with 5 years of work experience in Accounts and establishment.
2	Stenographer Grade- III (erstwhile Jr. Stenographer-cum- Computer Operator)	- do -.	Bachelor's degree from a recognized University with working knowledge of computer (minimum 6 months Diploma in Computer Application). Professional efficiency: The candidates will be given one dictation test in English at 80 w.p.m. for 10 minutes. The candidates will be required to transcribe the matter in 50 minutes on computer.

#### 4.4 Supporting category

Sl. No.	Designation	No. of post in KVK	Minimum essential Qualification(s)
1	Supporting Staff- Grade I	As per sanction of ICAR	Matriculation or equivalent pass or ITI pass.

**(Memo No. F. No. A. Extn. 4-14/2020-AE-III dtd. 14.08.2020)-  
Annexure 1**

#### **4.5 Age for recruitment:**

Maximum age should be specified as per the notification in force issued by Assam Agricultural University, Jorhat. However, there will be no upper age limit for the in-service candidates of AAU.

### **5.0 Recruitment, Probation, Confirmation, Placement and Seniority:**

#### **5.1 Recruitment**

All the posts will be filled up directly through advertisement following the norms indicated herein under, maintaining the Reservation Roaster prescribed by the Government.

**5.1.1 Senior Scientist and Head:** The selection committee for the post of Senior Scientist and Head shall be constituted by the Vice Chancellor and comprised of the following members:

- (i) The Vice Chancellor – Chairman.
- (ii) One Expert Member to be nominated by the ICAR.
- (iii) One Expert Member from outside the University to be nominated by the Vice Chancellor.
- (iv) Director of Extension Education - Member

**Procedure of Selection:** The process of selection for the post of Senior Scientist and Head shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The screened out candidates shall be called for interview with approval of the Vice Chancellor and eligible candidates will be interviewed by a Selection Committee for the purpose.

The list of candidates made by the Selection Committee for the post has to be approved by the Board of Management for issue of appointment order.

**5.1.2 Subject Matter Specialist (T-6):** The qualification for the post of Subject Matter Specialist shall be as per clause 4 (four). The selection committee for the post of Subject Matter Specialist shall be constituted by the Vice Chancellor and comprised of the following members:

- (i) The Vice Chancellor – Chairman.

- (ii) One Expert Member to be nominated by the ICAR.
- (iii) One Expert Member from outside the University to be nominated by the Vice Chancellor
- (iv) Director of Extension Education – Member
- (v) Head of the concerned Department – Member

Presence of four members in the meeting including the outside Expert Member shall constitute the quorum.

**Procedure of Selection:** The process of selection for the post of Subject Matter Specialist shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The screened out candidates shall be called for interview with approval of the Vice Chancellor and the eligible candidates will be interviewed by the Selection Committee constituted for the purpose. The authority may conduct written examination with a given syllabus [if the number of applications against a particular vacant post is more than 10 (ten)].

**5.1.3 Programme Assistant /Farm Manger (T-4):** Programme Assistants and Farm Manager shall be filled up by the appointing authority with prior approval of the Vice Chancellor. The Selection Committee shall be constituted by the Vice Chancellor and shall comprised of the following members:

- (i) The Director of Extension Education – Chairman
- (ii) One expert member to be nominated by the ICAR.
- (iii) One Expert Member from outside the University to be nominated by the Vice Chancellor.
- (iv) One Head or Teacher or Scientist in the rank of Professor of the related Deptt. to be nominated by the Vice Chancellor - Member
- (v) One officer to be nominated by the Registrar – Member

Presence of four members in the meeting including the outside Expert Member shall constitute the quorum

**Procedure of Selection:** The process of selection for the post of Programme Assistant/ Farm Manager (T-4) shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The screened out candidates shall be called for interview with approval of the Vice Chancellor and the eligible candidates

will be interviewed by the Selection Committee constituted for the purpose. The authority may conduct written examination [if the number of applications against a particular vacant post is more than 10 (ten)].

**5.1.4 Programme Assistant (Computer)/ Computer Programmer (T-4):**

Programme Assistant (Computer)/ Computer Programmer (T-4) shall be filled up by the appointing authority with prior approval of the Vice Chancellor. The Selection Committee shall be constituted by the Vice Chancellor and shall comprised of the following members:

- (i) The Director of Extension Education – Chairman.
- (ii) One expert member to be nominated by the ICAR
- (iii) One Expert Member from outside the University to be nominated by the Vice Chancellor.
- (iv) One officer to be nominated by the Registrar – Member

**Procedure of Selection:** The process of selection for the post of Programme Assistant (Computer)/ Computer Programmer (T-4) shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The screened out candidates shall be called for interview with approval of the Vice Chancellor and the eligible candidates will be interviewed by the Selection Committee constituted for the purpose. The authority will conduct written examination [if the number of applications against a particular vacant post is more than 10 (ten)] followed by Computer test and Viva-voce by a Selection Committee.

**5.1.5 Assistant(erstwhile Office Superintendent-cum-Accountant):**

Assistant shall be filled up by the appointing authority with prior approval of the Vice Chancellor. The Selection Committee shall be constituted by the Vice Chancellor and comprised of the following members:

- (i) The Director of Extension Education – Chairman.
- (ii) One expert member to be nominate by the ICAR.
- (iii) One Expert member from outside the University to be nominated by the Vice Chancellor.
- (iv) One Officer representing the Registrar, AAU – Member
- (v) One Officer representing the Comptroller, AAU – Member

Presence of four members in the meeting including the Expert Member shall

constitute the quorum.

**Procedure of Selection:** The process of selection for the post of Assistant shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The screened out candidates shall be called for interview with approval of the Vice Chancellor and the eligible candidates will be interviewed by the Selection Committee constituted for the purpose. The authority may conduct written examination [if the number of applications against a particular vacant post is more than 10 (ten)].

**5.1.6 Stenographer Grade- III (erstwhile Jr. Stenographer-cum-Computer Operator):** Stenographer Grade- III shall be filled up by the appointing authority with prior approval from Vice Chancellor. The Selection Committee shall be constituted by the Vice Chancellor and comprised of the following members:

- (i) The Director of Extension Education – Chairman.
- (ii) One Expert Member to be nominated by the Vice Chancellor
- (iii) Associate Director of Extension Education (T) – Member
- (iv) One Officer representing the Registrar, AAU – Member

**Procedure of Selection:** The process of selection for the post of Stenographer Grade- III shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The authority will conduct written examination [if the number of applications against a particular vacant post is more than 10 (ten)] followed by speed test conducted by an Expert and computer skill test by a Selection Committee.

**5.1.7 Driver (erstwhile Driver-cum-Mechanic)- T-1:** Driver shall be filled up by the appointing authority as per qualification mentioned in clause 4 (four). The Selection Committee shall be constituted by the Vice Chancellor and comprise of the following members:

- (i) The Director of Extension Education – Chairman
- (ii) Senior Estate Officer or Head (Department of Agril. Engineering), AAU- Member
- (iii) One Officer representing the Registrar, AAU – Member



- (iv) One Expert Member from the District Transport Office, Jorhat preferably MVI

**Procedure of Selection:** The process of selection for the post of Driver shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. The posts for this cadre shall be filled up by conducting written examination [(if the number of applications against a particular vacant post is more than 10 nos)] followed by skill test to be conducted by a Selection Committee.

**5.1.8 Supporting Staff Grade-I:** Recruitment of Supporting Staff Grade-I shall be made by the appointing authority as per qualification mentioned in clause 4 (four). The posts for this cadre shall be filled up by the appointing authority directly based on vacancies in the KVKs. Preference may be given to the candidates from the district where the vacancies exist. The Selection Committee shall be constituted by the Vice Chancellor and comprised of the following members:

- (i) The Director of Extension Education – Chairman.
- (ii) One Expert Member to be nominated by the Vice Chancellor.
- (iii) Associate Director of Extension Education (T) – Member
- (iv) One Officer representing the Registrar, AAU – Member

**Procedure of Selection:** The process of selection for the post of Supporting Staff Grade-I shall involve inviting applications in prescribed form. The application shall be screened by the Screening Committee to be constituted by the Vice Chancellor. Selection shall be made through written test of candidates by a selection committee.

## **5.2 Procedure of advertisement:**

### **5.2.1. Senior Scientist and Head and Subject Matter Specialists:**

The applications will be invited through advertisement in AAU official website, at least two widely circulated daily news paper published from Assam and one national dailies (in case of Senior Scientist and Head) giving at least one month time from the date of publication of the advertisement in the news papers for submission of applications in prescribed form. The Vice Chancellor may, in case a vacant position is required to be filled up urgently reduce the

period between the date of publication of the advertisement and the last date of the submission of application, accordingly, which however shall not be less than 15 (fifteen) days.

### **5.2.2 Programme Assistants /Farm Manager/Assistant/ Stenographer Grade-III/ Driver/ Supporting Staff Grade- I:**

With the approval of the Vice Chancellor, applications shall be invited in prescribed forms through advertisement in at least two widely circulated daily news papers published from Assam and AAU official website, giving at least one month time from the date of publication of the advertisement for submission of applications.

The applications received in response to the advertisement shall be scrutinized by the Screening Committee to be constituted by the Vice-Chancellor. The Committee shall prepare a list of eligible candidates to be called for written examination/Viva-voce test/Interview, on receipt of which the Appointing authority shall complete the selection procedure.

### **5.3 Physical fitness:**

A candidate at the time of initial appointment to any post:

- (i) Must be of sound health both mentally and physically. The candidates must be free from organic defects or bodily infirmity that may hamper the efficient performance of the duties unless he/ she belongs to DAC category.
- (ii) Shall be required to undergo a medical examination by the University Medical Officer or Medical Board constituted by the university as may be determined by the Appointing Authority.

### **5.4 Disqualification for appointment:**

- a) No person shall be eligible for appointment to any post if he/she is not a citizen of India.
- b) No person shall be appointed unless he/she possesses good character and conduct as certified by the Head of the Institution last attended or previous employer.
- c) No person shall be appointed to a post (up to the rank of Subject Matter Specialist/T-6) unless he/she is a permanent resident of Assam as

certified by the competent authority.

### **5.5 Joining time:**

A person shall join in the post to which he/she is appointed within 30 (thirty) days from date of issue of appointment letter, failing which, the appointment shall be cancelled unless the appointing authority decides otherwise with approval of the Vice Chancellor. The appointing authority may consider the joining time extension as per provision of FR/SR.

### **5.6 Probation:**

- a) **A person appointed shall be on probation for a period of one year.**
- b) The appointing authority may extend the period of probation by a further period of not exceeding one year.
- c) A probationer shall be liable to be discharged from service or to be reverted to the post of the University held substantively or held in officiating capacity immediately before his appointment to the post, if
  - i) His/her service is not found satisfactory during his/her period of probation and /or
  - ii) Any information about his/her nationality, age, health, character and antecedents are received subsequently which make him/her ineligible for the post being held under the provisions of these regulations and /or
  - iii) He/she fails to comply with any of the provisions of these regulations.
- d) The Police Verification Report in respect of character and antecedent and Works Performance Report of the Probationary period are found satisfactory.
- e) Subject to satisfactory performance, the appointment is extendable up to the period of duration of the scheme as per University rules.

### **5.7 Seniority:**

Inter-seniority of employees, of each category of posts recruited directly under the same panel, unless any of them being reduced to a lower rank as a measure of punishment, be determined according to the order of merit as recommended by the selection committee provided that when the persons are not recruited under the same panel, seniority shall be determined according to

the date(s) of joining in the post.

## **5.8 Service record:**

Service records shall be maintained as per the rules and procedures of the University.

## **6.0 General provision: Leave and Discipline**

**6.1 Leave:** In matters of leave, the provisions of University Leave Rules, 1983 (as may be amended up to date) shall be applicable.

### **General Principles:**

6.1.1 Leave cannot be claimed as a matter of right.

6.1.2 The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.

6.1.3 Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and as per provision of Assam Agricultural University Leave Rule.

6.1.4 An official on leave should not take up any service or employment elsewhere without obtaining prior approval of the competent authority.

## **6.2 Disciplinary Activity:**

Provisions of Assam Services (Discipline and Appeal)/ Rules 1964 (as amended up to date) shall be applicable, mutatis mutandis, in matters of discipline and appeal till the University adopts its own Discipline and Appeal Rules.

## **7.0 Duty, Pay & Allowances and Increment**

### **7.1 Duty:**

a) **Senior Scientist and Head:** Senior Scientist and Head is the principal executive officer of the KVK. He/she is responsible for:

- Coordinating the activities of KVK.
- Keeping the Director of Extension Education well informed about the KVK and its functionary.

- Developing the needed infrastructure most consistent to the rural environment and needs of the district-(low cost model indeed) as per for delegation of Administrative and Financial Power.
- Participatory in the recruitment of the staff as per provision of Service Rule.
- Developing annual and five yearly programmes and their effective implementation.
- Effective utilization of the staff for maximizing output in terms of training and allied duties.
- Effective working of the Scientific Advisory Committee of the KVK.
- Developing functional linkages with related institutions and agencies with approval of the Director of the Extension Education.
- Effective management of the farms, workshops, animals and other training resources.
- Taking all possible measures, on the job regular training for capacity building of the staff, on continuous basis.
- Maintaining constant and harmonious relations with the ICAR headquarters, ICAR-ATARI and conforming to its norms through the Director of the Extension Education.
- Evaluation and supervision of the day-to-day works of the Kendra.
- Any other duties assigned by the Director of Extension in the best interest of the Kendra.

**b) Subject Matter Specialists:**

- Conducting village and family survey using PRA tools and critically assessing the technological gaps and trainings needs of the farming communities using their respective subjects.
- Planning, formulating and conducting relevant training courses.
- Equipping their sections with appropriate practical training facilities and equipments.
- Developing suitable extension literature in local language in the interest of the farmers and in-service extension staff.
- Maintaining farms/ animals on commercial lines as the training resources.
- Keeping on evaluating their day-to-day performance in offering programmes.

- Selecting practicing farmers and extension workers and those young once who intend to do farming or seek self employment.
- Organizing demonstrations and providing advisory services as a follow up measures of training courses.
- Maintaining professional relationship and functional linkages with the development projects/ agencies in their areas of interest.
- Providing improved seeds, plants and animals to the local farmers and young entrepreneurs or else assisting them to acquire the same from the right sources/ agencies.
- Any other duties as may be assigned by the Senior Scientist and Head.

**c) Farm Manager:**

- Maintaining farm on commercial line
- Assist the SMSs in establishing demonstration units
- Preparing farm layout and field demonstration
- Keeping the farm demo units in ideal and good conditions
- Planning the farm activities well in advance and executing the same in proper manner
- Maintaining all relevant farm records like daily memorandum sheet, permanent stock register, input stock register, farm indent register, tractor log book etc.
- Maintaining forecast register and reporting weather data and crop condition to the SMSs/Head
- Seeking technical advice from SMSs on specific crop/ animal/birds problem
- Ensure timely submission of reports regarding the farm activities
- Any other work as may be assigned by SMS/Head

**d) Assistant:**

Assist Head in administrative and financial work of the KVK.

- Preparation of draft communication whenever necessary and issue the same with the approval of the Head/Scientists and keeping records relating to such communications.
- Follow proper filing system and keep files in an orderly manner for easy reference.
- Go through the receipts and put it on to Head

- Maintenance of files relating to activities of the accounts section as per allocation order.
- Maintaining the cashbooks, ledger and other documents related accounts section.
- Maintain the leave records and Service books.
- Monthly closing of accounts and prepare the monthly, quarterly and annual accounts of KVK
- Any other work as may be assigned by Head.

**e) Programme Assistant (Computer)/ Computer Programmer:**

- Responsible for system analysis, system design, software development, computerization, computer application and maintenance
- Assist in developing KVK as a resource and knowledge centre by generating the dynamic website as per the ICAR norms
- Upload a pool of information related to agriculture and allied sectors of the district
- Technological modules based on the experiences of the KVK should be prepared in details and placed at the website
- URL of KVK website may be linked to all possible stake holders like ICAR, SAU and others
- Latest technological updates/ KVK events should be sent to farmers through farmer's portal or mobile advisory service
- Timely reporting of the technical programme of KVK work through email
- Any other work as assigned by the Head

**f) Stenographer Grade III:**

Assist Head of KVK in Administrative and confidential matters

- Preparation of draft wherever necessary
- Maintain the diary and dispatch register
- Assist Office Superintendent in Administrative and Account matters
- Any other work may be assigned by the Head

**7.2 Pay structures:**

Pay structure will be all the same as stipulated by ICAR and in conformity

with the AAU policy from time to time. Present Pay structures for different posts are as under:

Sl. No.	Designation	Pay Scale as per 6 CPC	Pay Scale as per 7 CPC
1	Senior Scientist & Head	Rs. 37400 - 67000/- + G.P 9000/-	Initial pay: 1,31,400/- (Level 13A in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)
2	Subject Matter Specialist- T-6	Rs. 15600 - 39100/- + G.P 5400/-	Initial pay: Rs.56,100/- (Level 10 in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)
3	Programme Assistant (Lab technician)/ Programme Assistant (Computer)/ Farm Manager- T-4	Rs. 9300 - 34800/- + G.P 4200/-	Initial pay: Rs. 35,400/- (Level 6 in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)
4	Assistant/ Office Superintendent- Cum-Accountant	Rs. 9300 - 34800/- + G.P 4200/-	Initial pay:Rs.35,400/- (Level 6 in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)
5	Stenographer Grade III/ Jr. Steno cum Computer Operator	Rs. 5200 - 20200/- + G.P 2400/-	Initial pay:Rs.25,500/- (Level 4 in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)
6	Driver/ Driver-cum-Mechanic - T-1	Rs. 5200 - 20200/- + G.P 2000/-	Initial pay: Rs.21,700/- (Level 3 in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)
7	Supporting Staff Grade-I	Rs. 5200 - 20200/- + G.P 1800/-	Initial pay:Rs.18,000/- (Level 1 in Pay Matrix, 7 <sup>th</sup> Pay, ICAR norms)

### 7.3 Allowances:

The allowances as recommended by the ICAR and as accepted and notified by AAU authority will be paid to KVK employees.

### 7.4 Increment:

The Annual increment shall be granted as per recommendations of the



Pay Commission, Govt. of India as may be notified by the ICAR from time to time.

1. As per Rule 10 of CCS (RP) Rules, 2016 which provides, inter alia, that there shall be two dates for increment namely 1<sup>st</sup> January and 1<sup>st</sup> July of every year instead of the provision of one date of increment on the 1<sup>st</sup> July during the 6<sup>th</sup> Common Pay Commission pay structure.

2. The Sub-Rule (2) thereof provides that increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

3. Accordingly, keeping in view the principle followed during the period before 1.1.2016 immediately prior to coming into force of the CCS(RP) Rules, 2016, which has been modified in the revised pay structure in terms of Rule 10 thereof by way of 2 dates of increment on 1<sup>st</sup> January and 1<sup>st</sup> July, it is clarified that in case an employee is promoted or granted financial upgradation including upgradation under the MACP scheme on 1<sup>st</sup> January or 1<sup>st</sup> July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the Rule 13 of the CCS(RP) Rules, 2016 the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1<sup>st</sup> July or 1<sup>st</sup> January, as the case may be, provided a period of 6 months qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.

## **8.0 Promotion/Career Advancement:**

### **8.1.1 Scientific**

#### **(i) Eligibility Criteria:**

The existing career advancement scheme of the ICAR shall be made applicable to the Scientists.

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

(i) A Senior Scientist and Head on completion of three years of service in RGP

of Rs. 9000(Pre-revised) eligible to be designated as Principal Scientist, subject to other conditions as may be laid down by the ICAR. The pay band for the post of Principal Scientist would be 37400-67000 with RGP of Rs. 10000(Pre-revised).

- (ii) The upward movement of Scientists would be in accordance with evaluation procedure such as the score card system etc.

**(ICAR No. 1(1)/09-Per.IV(I-3) dated 16.10.2009)- Annexure 2 & 3 (APAR format for Scientific Personnel of ICAR)**

- (iii) The applications under CAS shall be screened by a committee to be constituted by the Vice Chancellor

**8.1.1(ii) Counting of past service:**

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

- (a) The post is in an equivalent grade or of the pre-revised scale of pay as the post of Scientist, Senior Scientist.
- (b) The candidate for direct recruitment has to apply through proper channel only.
- (c) The concerned Scientist, Senior Scientist should possess the same minimum qualifications as prescribed by the ICAR for appointment to the post of Senior Scientist and Principal Scientist as the case may be.
- (d) The previous appointment was not as guest lectures for any duration or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that :
  - i) The period of service was of more than one year duration.
  - ii) The incumbent was appointed on the recommendations of duly Constituted Selection Committee; and
  - iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

**(ICAR letter No. 1(1)/2009-Per.IV dated 05.11.2012)- Annexure 4**

### **8.1.1. (iii) Assessment/ Selection Committee:**

For assessment of Senior Scientist & Head for promotions from RGP of Rs. 9000/- to Rs. 10000/- (Pre-revised), the composition of the Assessment Committee will be as per AAU norms:

1	Vice Chancellor of AAU, Jorhat	Chairman
2	One Expert Member to be nominated by the ICAR/ Director, ATARI	Member
3	One Expert Member from outside the University to be nominated by the Vice Chancellor	Member
4	One Head or Teacher or Scientist in the rank of Professor of the related Deptt. to be nominated by the Vice Chancellor	Member
5	Director of Extension Education	Member

**Note:** Four out of five members, with atleast two outside experts shall constitute the quorum.

### **Competent Authority**

The Competent Authority for approving recommendations of the Assessment committee is the Vice Chancellor, AAU, Jorhat.

### **8.1.2 Technical Staff**

#### **8.1.2(i) Eligibility Criteria:**

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

#### **(Para 6.1. of TSR 4<sup>th</sup> Edition)- Annexure 5**

As per the revised grade structure, the entrants of Category I Technician would continue to be regulated for assessment from Technician (T-1) to Sr. Technician (T-2) after five years of service, as at present. However, the Sr. Technician(T-2) possessing the qualifications, as prescribed herein further under the Notification of 3 February 2000 for category II for direct recruitment would be eligible for assessment promotion to Technical Asstt (T-3). After five years of service, while those not possessing such qualifications shall become

eligible for assessment promotion to Technical Asstt. only after 10 years of service in Sr. Technician grade. The assessment promotions from Technical Asstt.(T-3) to Sr. Technical Assistant(T-4) and Sr. Technical Asstt. (T-4) to Technical Officer (T-5) shall continue to be regulated at five years interval as at present.

**(Para 6.3 of TSR 4<sup>th</sup> Edition)–Annexure 5**

The provisions relating to Category barrier for assessment promotions from T-5 grade of Category II to T-6(Senior Technical Officer) grade of Category III have been revised as in the following paras:

- (a) The technical personnel in T-5 grade (Rs 6,500-10,500) and possessing essential qualifications, prescribed as herein further under the Notification of 3 February 2000 for Category III for direct recruitment, shall be eligible for assessment promotion to T-6 (Rs 8,000-13,500) grade after completing five years of service in T-5 grade
- (b) The T-5 technical personnel who do not possess the essential qualifications as for direct recruitment prescribed herein further under the Notification of 3 February 2000 for Category III shall be eligible for assessment promotion to T-6 grade after completing 10 years of service in T-5 grade provided such technical personnel possess qualifications prescribed under the Notification dated 3 February 2000 for direct recruitment to Category II (T-3). However, such technical personnel in T-5 grade who do not possess the qualifications prescribed under the Notification dated 3 February 2000 for direct recruitment to Category II (T-3) shall not be eligible for further assessment promotion to Category III of the Technical Services.

Since a revised single pay scale of Rs 10,000-15,200, by way of replacement of their erstwhile pre-revised pay scales as per the V Central Pay Commission, has been attached to the existing technical grades of T-7 and T-8, these two grades have been re-designated as uniform and single grade as T(7-8) in the given pay scale of Rs 10,000-15,200, and the movement of technical personnel existing in these grades has been approved to be regulated under the assessment system to the next higher grade of T-9 of Technical Service (Pay scale of Rs 12,000-16,500) in the following manner.

- (a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for

assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.

- (b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in grade T-8.
- c) Direct recruitments in grades T-1, T-3 and T-6 will be made as per the Technical Service Rules 1975, as amended from time to time.
- d) The first screening of eligible persons for promotion or advance increment(s) in all the categories was made within one year of the introduction of the technical service rules i.e. 1.10.1975, and thereafter, once a year as early as practicable, after 1 January, in respect of all those who have become eligible for consideration for promotion on or before the last date of the previous year ending 31 December.
- e) Merit promotion or grant of advance increment(s) to the successful personnel will be given with effect from the date following the date of completion of the five years of service in the grade.

### **Assessment Procedure for Grant of Merit Promotion or Advance Increment(s) to Technical Personnel**

#### **CATEGORY I [(T-1(Technician & T-2 (Sr. Technician))]**

1. The following criteria will be adopted for the assessment of the technical personnel of the Krishi Vigyan Kendra, AAU.
  - Professional performance in relation to the duties and tasks assigned.
  - Spirit of co-operation and team-work and support to scientific work.
  - Personal/ behavioral abilities/attributes.
2. Emphasis in the assessment will be on the contributions of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

#### **Procedure for Assessment**

3. Assessment of the technical personnel shall take into consideration the followings:
  - The material furnished in the Assessment Proforma (enclosed).

- ACRs for the last 5/10 years as the case may be (**Annexure 6**)
4. The technical personnel being assessed shall carefully fill in the enclosed proforma keeping in mind their activities in the past 5/7/10 years, as the case may be.
  5. The Reviewers shall be the immediate supervisors of the technical personnel concerned. In cases where the Reviewer has supervised the work of the Reviewee for a very short period of time, say less than six months, he shall be required to consult other scientists/technical personnel who may have also supervised or worked with the Reviewee for longer periods. Directors will issue separate orders indicating clearly the Reviewer for each post.
  6. After the proformas have been completed by the technical personnel being assessed (Reviewees), they will be passed on to the Reviewer. The Reviewer shall then carefully go through the information provided by the Reviewee and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director of Extension Education, AAU, Jorhat for his/her remarks.
  7. The Director of Extension Education, AAU, Jorhat shall then carefully look through the proforma and in case he notices marked discrepancies between the Reviewer and the Reviewee's evaluation on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Head of Division/ Research Station/Project disagrees with the assessment of both the Reviewer and the Reviewee, he/she may give his/her reasons for disagreement. He shall then countersign the proforma with his recommendations.
  8. The Director will then place the proformas relating to all technical personnel before the Assessment Committee and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### **Assessment System**

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members including the Chairman. The Chairman of the Committee would be a person and would be nominated by the Vice Chancellor, AAU. Separate Assessment Committees will be constituted for each professional group/discipline and

will include experts in the particular professional group/discipline in addition to the Director of Extension Education, AAU, Jorhat.

10. The Committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in para No.3 above. The technical personnel will be given merit promotion or Advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Note (1):**

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

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

**CATEGORY II [(T-3(Technical Asstt.), T-4(Sr. Technical Asstt.) & T-5 (Technical Officer)]**

1. The following criteria will be adopted for the five/ten-yearly assessment of technical personnel (Category II) of the Krishi Vigyan Kendra, AAU.
  - Professional performance in relation to the duties and tasks assigned Spirit of co-operation and team-work and support to the scientific work
  - Personal behaviour /abilities/attributes
  - Organizational abilities/attributes
2. Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.

**Procedure for Assessment**

3. Assessment of the technical personnel (Category II) shall take into consideration the followings:
  - The material furnished in the five/ten-yearly assessment proforma (enclosed)
  - ACRs for the past five/ten years (**Annexure 7**)

4. The technical personnel being assessed shall carefully fill in the enclosed proforma mentioning their activities in the past five/ten years.
5. The reviewer shall be the immediate supervisor of the technical personnel concerned. In cases where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists who may have also supervised or worked with the reviewee for a longer period.
6. After the proforma has been completed by the technical personnel being assessed (reviewees), they will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by reviewees and the evaluation done by them and shall fill in items intended for them. Such a completed proforma will then be sent to the Director of Extension Education, AAU, Jorhat for his/her remarks.
7. The Director of Extension Education, AAU, Jorhat shall then carefully look through the proforma, and in case, he/she notices marked discrepancies between the reviewer and the reviewee's evaluation, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he/she may give his/her reasons for disagreement. He /she shall then countersign the proforma with his/her recommendations.
8. The Director will then place the proforma relating to all technical personnel before the Assessment Committee and obtain its recommendations for the grant of promotion or advance increment(s), as the case may be.

### **Assessment System**

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members, including the Chairman. The Chairman of the Committee would be a person and would be nominated by the Vice Chancellor, AAU. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to the Director of Extension Education, AAU, Jorhat.
10. The Committees shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in para 3 above. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of



advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**CATEGORY III [T-6(SMS/ Sr. Technical Officer), T-(7-8)(Asstt. Chief Technical Officer) & T-9 (Chief Technical Officer)]**

1. The following criteria will be adopted for the five/seven-yearly assessment of technical personnel (Category III) of the Krishi Vigyan Kendra, AAU.
  - Professional performance in relation to the duties and tasks assigned Spirit of co-operation and team-work and support to scientific work
  - Personal/behavioral abilities/attributes Managerial/organizational abilities /attributes
2. Emphasis in the assessment will be on the contribution and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.

**Procedure for Assessment**

3. Assessment of the technical personnel shall take into consideration the followings:
  - The material furnished in the five/seven-yearly assessment proforma (enclosed)
  - Performance record files maintained by the technical personnel (for this purpose, a suitable proforma shall be devised by the Director of Extension Education, AAU). Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the AAU. Appraisal/ ACRs for the past 5/7 years. **(Annexure 8)**
4. The technical personnel being assessed shall carefully fill in the enclosed proforma, mentioning their activities in the past 5/7 years.
5. The reviewer shall be the Director of Extension Education, AAU, Jorhat for Grades T-6, T-7 and T-8 of technical personnel in Category III. In case any of these positions is held by scientist/technical personnel in grades lower than Grade T-9, the Vice Chancellor, AAU will specify the reviewer for the technical personnel. The reviewer for Grade T-9 personnel will be specified by the Vice Chancellor, AAU, Jorhat. In cases, where the reviewer has supervised the work of the reviewee for a short period, say less than six

months, he/she shall be required to consult other scientists/ technical personnel who may have also supervised or worked with the reviewee for longer periods. Director of Extension Education will issue separate orders indicating clearly the reviewer for each post with the prior approval from the Vice Chancellor, AAU, Jorhat.

6. After the proforma have been completed by the technical personnel being assessed (reviewees), they will be passed on to the Reviewer. The reviewer shall then carefully go through the information provided by the reviewees and the evaluation done by them and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director for his/her remarks.
7. The Director shall carefully look through the proforma and in case the Director notices marked discrepancies between the reviewer and the reviewee's evaluation, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he/ she may give his/her comments on the discrepancies and may give his/her reasons for disagreement. He/she shall then countersign the proforma with his /her recommendations.
8. Director will then place the proforma relating to all technical personnel before the Assessment Committees and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### **Assessment System**

9. The Assessment Committees will comprise not more than five members but not less than two excluding the Chairman. These Committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The Assessment Committee would be constituted by the Director of Extension Education, AAU in consultation with the Vice Chancellor, AAU.
10. The Committees shall decide on the performance of the technical personnel by taking into consideration the document mentioned in para 3 above. The Committee may also give an opportunity to assess for a personal discussion, if so desired by him in writing to project his/her work and achievements during the period under assessment. On the basis of their assessment, the technical personnel will be given merit promotion or

advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

### **8.1.2. (ii) Assessment/ Selection Committees:**

#### **Category I & II (Category I: T-1 & T-2 and Category II: T-3, T-4 & T-5)**

For assessment of T-1, T-2, T-3, T-4, T-5 for promotions to next level, the composition of the Assessment Committee will be as follows:

1.	The Director of Extension Education	Chairman
2.	One Expert Member to be nominated by the Vice Chancellor	Member
3.	One Teacher or Scientist in the rank of Professor of the related Deptt. to be nominated by the Vice Chancellor	Member
4.	One Officer representing Registrar, AAU Jorhat	Member

**Note:** Assessment committee constituted for grant of merit promotion in terms of Appendix –III to the Handbook of Technical Service Rule, Edition IV, shall have one of the member of the assessment community from SC/ST community.

#### **Category III [T-6, T (7-8) & T-9]**

For assessment of T-6, T(7-8) and T-9 for promotion to next level, the composition of the Assessment Committee will be as follows:

1	The Vice Chancellor, AAU, Jorhat	Chairman
2	One Expert Member to be nominated by the ICAR/ Director, ATARI	Member
3	One Expert Member from outside the University to be nominated by the Vice Chancellor	Member
4	One Head or Teacher or Scientist in the rank of Professor of the related Deptt. to be nominated by the Vice Chancellor	Member
5	Director of Extension Education	Member

**Note:** Assessment committee constituted for grant of merit promotion in terms of Appendix –III to the Handbook of Technical Service Rule, Edition IV, shall have one of the members of the assessment committee from SC/ST

community.

In case there is/are candidate(s) from the aforesaid community not below the rank of Professor will be nominated by the Vice Chancellor.

### **Assessment procedure including Benchmark required**

The applications for the merit promotion under all categories of Technical staff shall be screened as per the given criteria by the Screening Committee constituted by the Vice Chancellor. The procedure for assessment is incorporated in Appendix-III of the Handbook of Technical Service which has been supplemented by Council's circular No. 7(18)/85-Per.III dated 2<sup>nd</sup> May, 1989 and No. 18(5)/98-Estt.IV dated 22.04.98 wherein benchmark for assessment promotion was prescribed. The existing instruction including the bench mark for assessment promotion have been reviewed and the following guidelines have been given for consideration of cases for career advancement.

- a) The following material shall be taken into consideration for assessment as per Appendix 'III' of the Handbook of TSR:
  - (i) The material furnished in the 5/7/10 yearly assessment proforma.
  - (ii) ACR for the past 5/7/10 years.
  - (iii) Performance Record files maintained by the technical personnel.
  - (iv) Bio-data and career information (various posts held etc.) of the technical personnel throughout their service in the system, 'c' & 'd' is applicable only in the case of technical employees in Category 'III'.
- b) The evaluation of ACR's for the assessment period (5/7/10 years as the case may be vide forgoing para I (b), shall carry 80 marks and evaluation of remaining material by the assessment committee shall carry 20 marks.
- c) The evaluation of ACR shall be done in the following manner:
  - (i) The ACR relevant for the period of assessment (5/7/10 years as the case may be are to considered. In cases where the period of assessment does not synchronize with financial year, the ACR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration. For example, in a case where the 5 year period of assessment ends on 31<sup>st</sup> July, 2005, the ACRs of 2000-01, 2001-02, 2002-03, 2003-04 & 2004-05 are to be taken into account.

- (ii) Cases where one or more ACRs of relevant period have not been written for any reason, are to dealt with in accordance with DOPT OM No. 22011/5/86-Estt.(D) dated 20<sup>th</sup> June, 1989 read with corrigendum dated 13<sup>th</sup> July, 1989. It reads as under:

“Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered.”

In cases of absence on account of Study Leave, a certificate from Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the ACR dossier.

- (iii) The ACRs relevant for the assessment period (5/7/10 years as the case may be) are to be numerically rated on the basis of final grading as accepted/ approved by the Reviewing Authority in the following manner:

I. Each Outstanding Report	-	80 marks
II. Each Very Good Report	-	60 marks
III. Each Good Report	-	40 marks
IV. Each Average Report	-	20 marks

The total marks so arrived at are to be divided by the number of ACRs considered for assessment (5/7/10 years as the case may be) to arrive at the weightage for ACRs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of ACRs shall not exceed 80 in any case.

- (iv) The assessment committee shall examine the other material, as referred to in the forgoing para I, and award marks on a scale of 20. The marks so awarded out of 20, shall be added to the marks awarded on the basis of evaluation of ACRs. The merit promotion from one grade to next higher grade shall be made only if an employee meets the following threshold:

- I. For promotion from T-1 to T-2 grade and T-2 to T-3 grade = 60%
- II. For promotion from T-3 to T-4, T-4 to T-5 grade and T-5 to T-6 grade = 67%

III. For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade = 75%

0.5% and above marks are to rounded off to the next higher number  
**(ICAR No. 18(1)/2004-Estt.IV dated 26.12.2005)- Annexure 9 & 9.1**

The existing assessment bench mark shall be revised in the following manner in respect of technical staff pertaining to SC/ST community:

Grade	Existing benchmark as per Council's circular no. 18(1)/2004-Estt.IV dated 26.12.2005 (approved by GB in its 202 <sup>nd</sup> meeting dated 23.11.2005)	Revised benchmark	
		For SC/ST	For others
For promotion from T-1 to T-2 grade and T-2 to T-3 grade	60 %	55 %	60 %
For promotion from T-3 to T-4 grade, T-4 to T-5 grade and T-5 to T-6 grade	67 %	62 %	67 %
For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade	75 %	70 %	75 %

**(ICAR No. 18(1)/2004-Estt.IV dated 11.06.2010)- Annexure 10**

Consequent on issuance of revised guidelines vide dated 26.12.2005, provisions/ instructions on the subject issued vide no. 11(20)/2001-ESTT.IV dated 27.03.2001 which are in so far as their inconsistent with the guidelines issued on 26.12.2005 are to be treated to have been modified/ superseded.

**(ICAR No. 18(1)/2004-Estt.IV dated 08.01.2007)- Annexure 11**

The instructions issued vide letter dated 26.12.2005 in connection with marks awarded on the basis of evaluation of ACRs etc., will not be applicable in case of advance increments to the T-9 (Category- III) under modified Technical Service Rules and also in case of old Technical Service Rules.

**(ICAR No. 18(1)/2004-Estt.IV dated 18.07.2008)- Annexure 12**

In pursuance of ICAR letter dated 26.12.2005, thereof revised guidelines for considering cases of merit promotion of technical employees, it has been observed that while evaluating ACRs, sometimes grading is upgraded on the ACR/APAR form itself by assessment committees. In this regard, DOPT

instructions regarding evaluation of ACR provides that the DPC should not be guided merely by overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of entries in the CRs because it has been noticed that sometimes the overall grading in CR may be inconsistent with the grading under various parameters/ attributes. Therefore, according to these provisions, the DPC (Assessment Committees) are not supposed to interfere with the ACR grading in cases where overall grading is consistent with the grading under various parameters or attributes. In case where the overall grading is found to be inconsistent with the grading under various parameters or attributes, the DPC is required to make its own assessment on the basis of entries in the CR and record its conclusion and recommendations clearly in the proceedings. Therefore, there is no question of upgrading or changing the ACR itself. In fact, other than reporting, reviewing and accepting authority, no one can make entries in the ACRs that would amount to interfering with and altering official record.

**Merit promotion of Technical staff in Krishi Vigyan  
Kendras**

Sl. No	Existing grade	Promotional grade	Requisite Time Period	Requisite Qualification	Remarks
1	T-1	T-2	5 years	Matriculation pass	
2	T-2	T-3	5 years	Bachelor Degree	
3	T-2	T-3	10 years	Not possessing Bachelor Degree	
4	T-3	T-4	5 years	Bachelor Degree	
5	T-4	T-5	5 years	Bachelor Degree	
6	T-5	T-6	5 years	Master Degree	
7	T-5	T-6	10 years	Not possessing Master Degree	The technical personnel in T-5 grade who do not possess the qualifications for direct recruitment to Category- II (T-3) (i.e Bachelor degree) shall not be eligible for further assessment promotion to Category- III
8	T-6	T-(7-8)	5 years	Master Degree	
9	T-(7-8)	T-9	7 years	Master Degree	

**Note: Category I : [T-1 & T-2], Category II: [T-3, T-4 & T-5] Category III [T-6, T (7-8 ) & T-9]**

**Ref:** Appendix -X of Handbook of Technical Service Rule, Edition IV(N0. 18-1/97.Estt IV Dated 3 February 2000)- **Annexure 5**

**(iii) Competent Authority**

The Vice Chancellor of the University is the competent authority for approving the recommendations of the Assessment Committees for promotion up to the rank of Chief Technical Officer (T-9).



### **8.1.3 Administrative Staff**

**8.1.3 (i)** The promotion of the administrative staffs of the KVKs will be as per the framework define herein.

Modified Assured Career Progression Scheme (MACPS) may be applied and scale upgradation may be granted to eligible KVK employees.

- 1) There shall be three financial upgradations under the MACPS as per the 7<sup>th</sup> CPC recommendations, counted from the direct entry grade on completion of 10, 20 and 30 years services respectively or 10 years of continuous service in the same level in the pay matrix, whichever is earlier.
- 2) The casual employees, including those granted 'temporary status' and employees appointed on contract basis shall not qualified for grant of financial upgradation under this scheme.
- 3) The scheme shall in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

APAR/ACR format for Administrative category- (**Annexure 13**)

#### **Key points for grant of MACPS benefits:**

- a) The MACPS merely provide the benefit to the employee in getting placed in the immediate next higher level in the pay matrix. Thus, the level in the pay matrix at the time of financial upgradation under the MACPS can be different than what is available at the time of regular promotion.
- b) MACPS gets administered at 10, 20 and 30 years but if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc., this would have consequential effect on second and third upgradations which would also get deferred accordingly.
- c) These financial upgradations under the scheme in the entire career of an employee will be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit.
- d) If an employee in PB-1 in the grade pay of Rs.1900/- gets his first regular promotion in the PB-1 in the grade pay of Rs.2400/- on completion of 8 years of service and then continues in the same grade

pay for further 10 years without any promotion, then he would be eligible for second financial upgradation under the MACPS in the PB-1 in the grade pay of Rs. 2800/- after completion of 18 years (8+10 years).

- e) In case, he does not get any promotion thereafter, then he would get third financial up gradation in PB-2 in the grade pay of Rs. 4200/- on completion of further 10 years of service i.e. after 28 years (8+10+10).
- f) The financial upgradation under the scheme will be purely personal to the employee concerned and will have no relevance to his seniority position.
- g) The financial benefit allowed under the scheme will be final and no pay fixation benefit will accrue at the time of the regular promotion. However, at the time of actual promotion, if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of the grade pay would be made available. At the time of such regular promotion to the higher grade pay than what has been given under MACPS, the employee shall have the option to draw the difference of Grade Pays from the date of such regular promotion or the date of accrual of next increment in the pay allowed under MACP.
- h) If an employee, has been offered regular promotion but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed, as such an employee has not been stagnated due to lack of opportunities.
- i) If an employee after availing the financial upgradation under the MACP subsequently refuses to accept the regular promotion, the financial up gradation already granted will not be withdrawn. However, the subsequent financial upgradation will get postponed.
- j) Dies non period will not be counted as regular service for the purpose of grant of financial upgradation under ACP/MACP scheme.
- k) For grant of financial upgradation under MACPS, the prescribed benchmark would be "very good" for all the posts for all cases due on or after 25- 07-2016.
- l) In case of employees who do not meet the bench-mark either for MACP

or a regular promotion within 20 years of their service, their increments will be withheld.

#### **7th CPC MACP Illustration:**

Suppose, Ms. ABC, who, after having been fixed in the Pay Matrix, is drawing a Basic Pay of Rs.28,700 in Level 4. She is upgraded to Level 5 (either regular promotion or through MACP). Then her salary will be fixed in the following manner

- a) She will first be given one increment in her current Level 4 (to Rs.29600 in this case).
- b) Then she will be placed in Level 5 at a Level equal to or next higher compared to Rs.29600, which comes to Rs.30,100 in this case.

<b>PB-1 (5200-20200)</b>					
GP	1800	1900	2000	2400	2800
EP	7000	7730	8460	9910	11360
Level	1	2	3	4	5
index	2.57	2.57	2.57	2.57	2.57
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	<b>30100</b>
3	19100	21100	23100	27100	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	<b>28700</b>	32900
6	20900	23100	25200	<b>29600</b>	33900
7	21500	23800	26000	30500	34900

#### **8.1.3 (ii) Assessment Committee/Screening Committee:**

For assessment of promotion of Administrative staff through Modified Assured Career Progression Scheme (MACP) to next level, the composition of the Assessment Committee will be as follows:

1.	The Director of Extension Education	Chairman
2.	One Officer not below the rank of Professor/ Principal Scientist from the DoEE, AAU	Member
3	One member representing ICAR-ATARI	Member
4.	One Officer not below the rank of Asstt. Registrar/ Administrative Officer from O/o Registrar, AAU	Member

5.	One Officer not below the rank of Assistant Comptroller from O/o Comptroller, AAU	Member
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### **Competent Authority**

The Vice Chancellor of the University is the competent authority for approving the recommendations of the Assessment Committee.

In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year. Accordingly, cases maturing during the first-half of a particular financial year (April-September) shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July shall process the cases that would be maturing during the second-half of the financial year (October-March) shall be taken up for consideration by the Screening Committee meeting in the first week of April.

#### **8.1.4 Supporting Staff**

For promotion of supporting staff, DOP&T guidelines shall be followed, mutatis mutandis; hence, **promotions** for **Supporting staff** are based on the vacancies. On an average, it may take at least 7-12 years for a person to get **promoted** to next level.

Modified Assured Career Progression Scheme (MACP) shall be followed in case of stagnation. The scheme would be operational with effect from 01.09.2008.

APAR/ACR format for Supporting Staff category- (**Annexure 13**)  
**G.I. Deptt. of Per. & Trg., O.M. No.35034/3/2008-Estt.(D) dated 19.5.2009- Annexure 14**

#### **8.1.4 (i) Assessment Committee/Screening Committee :**

For assessment of promotion of supporting staff through Modified Assured Career Progression Scheme (MACP) to next level, the composition of the Assessment Committee will be as follows:

1	The Director of Extension Education	Chairman
2	Assistant Registrar, AAU Jorhat	Member
3	Administrative Officer, DoEE, AAU Jorhat	Member

**Note: MACP procedure of 8.1.3(i) may be referred**

#### **8.1.4 (ii) Competent Authority**

The Vice Chancellor of the University is the competent authority for approving the recommendations of the Assessment Committee.

#### **9.1 Retirement on Superannuation:**

It is in person concerned own interest to ensure that his/her Service Book and leave accounts are maintained by the employer properly and to ensure that:

- a. An entry exists in Service Book that has been medically examined and found fit on initial appointment.
- b. The date of birth and the date of confirmation in a service or post are properly recorded in the Service Book.
- c. The annual certificates of verification of service with reference to pay bills are regularly recorded in the Service book and are continuous.
- d. Entry has been made in the Service book regarding counting the period of extraordinary leave as qualifying for pension.
- e. Entry is made in the Service book if the regarding recovery of leave and pension contributions foreign service, if any, specifying the period.
- f. Nomination for GPF/NPS is kept by Accounts Officer and an entry is made to that effect in the Service book.
- g. Nomination for Group Insurance Scheme is kept in Part-II of service book and an entry is made to that effect in the Service book.
- h. List of family members is kept in Part-II of Service book and an entry is made to that effect in the Service book.

#### **9.2 General Provisions:**

- a. **The age prescribed for retirement on Superannuation shall be as per ICAR norms.**
- b. An employee whose date of birth is the first of the month shall retire on the afternoon of the last day of the preceding month.
- c. The Government servant retiring on Superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday.
- d. Any claim for Pension/Gratuity/Family pension benefits will be regulated

on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death. At present the employees joined before 01.01.2004 will be governed by old pension norms of University and for others who joined after 01.01.2004 will be governed by NPS rules.

- e. A government servant is not eligible for two pensions in the same service or post at the same time or by the same continuous service.
- f. If the pensioner is convicted of a serious crime or is found guilty of grave misconduct, the whole or part of the pension may be withheld or withdrawn by a written order of the appointing authority.
- g. In case of death of any staff of all categories during his/her service period then all the amenities will be provided as per University norms.

### **9.3 Qualifying Service:**

Qualifying service of a Government servant commences from the date he takes charge of the post to which he is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.

The following periods of service count as qualifying service:

- a. Duty and periods treated as 'duty'.
- b. All kinds of leave with leave salary.
- c. Extraordinary leave on medical certificate EOL without medical certificate granted due to inability of the employee to join/ rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies.
- d. Service on probation followed by confirmation.
- e. Suspension followed by minor penalty.

### **9.4 Emoluments and Average Emoluments:**

**9.4.1 Emoluments** for pension include only 'Pay in Pay level of Pay Matrix' (substantive or officiating) and non-practicing allowance, but does not include special allowance, personal pay, deputation (duty) allowance, etc. For service gratuity/ retirement/ death gratuity/leave encasement, D.A on the date of retirement/ death will also be taken as emoluments.

**9.4.2 Average emoluments** are the average of the emoluments drawn during the last ten months of service.

**9.4.3 Service/ Retirement/ Death Gratuity/Leave Encasement** is based on the emoluments drawn at the time of retirement/ death while in service. However, Retirement/ Death Gratuity will be based on the 'average emoluments' if the emoluments have been reduced during the last ten months of service otherwise than as penalty.

**9.4.4 Emoluments/ Average emoluments during absence from duty-** If an employee immediately before retirement or death in service had been on leave with leave salary, the emoluments which he would have drawn had he not been on leave will be taken as 'emoluments'. Increment falling due, though not drawn, during earned leave not exceeding 120 days will be taken as 'emoluments'.

## **10.0 Study leave:**

Study leave for Scientific and technical staff- T-4 onwards (SMS, PA & FM) shall be granted as per existing University norms meant for KVKs.

### **Interpretation:**

- The number of posts in each KVK, qualifications and Pay structures for different cadres shall be governed by the notification/guidelines issued time to time by the ICAR.
- If any difficulty arises relating to interpretation of these regulations, it shall be referred to the Board whose decisions thereon shall be the final.

**PART-II**

**FINANCE**



**PART-II: FINANCE**  
**FINANCIAL GUIDELINES FOR EFFECTIVE**  
**MANAGEMENT OF KVKs**

The ICAR releases the required fund through ATARI, Guwahati for the implementation of KVK scheme at AAU. Hundred percent fund shall be made available to the KVKs based on the financial rules and manner as per the GFR, 2017 and ICAR, ammended from time to time.

The Head of the Finance and Accounts wing of AAU, Jorhat (Comptroller) who in turn has to switch the allotted amount to the respective KVK Bank Account on time under intimation to the ATARI, Guwahati. The fund has to be perpetually be transferred through electronic mode.

The recommended techniques for effective implementation of KVK are as follows:

**(A) Purchase Procedure**

1. The KVKs have to comply with General Financial Rules (GFR), 2017 of GOI on purchase of all items.
2. Each KVK shall hold the physical stock consisting of consumables and non-consumables and assets register.
3. Physical verification of stores has to be performed from time to time.
4. Assets created from the Grant received have to be reflected in Annual Accounts of the Host i.e. AAU, Jorhat.
5. KVK ought to maintain files/registers in respect of each purchase, which must provide full information related to indents, administrative approval of the able authority, quotations, evaluation of the quotations, choice of the offer, expenditure thought on the basis of the selected offer, prior expenditure concurrence of the internal finance, sanction by the Competent Authority, issue of supply order, receipt of the articles, inspection and verification of the stores, installation and commissioning, inventory entry certification, details of entries made in the assets register, preparation of bill for payment, details of payments made indicating cheque no. date and amount.

**(B) Monitoring of Expenditure**

Each KVK shall maintain the following records bearing on to financial transactions:

- KVK Main account – main cash book/subsidiary cash book
  
- Revolving fund account – cash book
- Assets Register
- Log books for vehicles and equipments
- Acquittance register
- TA Register
- Cheque book register
- Service book
- Pay-in Slips
- Trainees' attendance register.
- Hostel occupancy register
- Individual account for any other project/schemes
- Objection e book (for drawing of advances and monitoring its settlement)
- Consumable and non-consumable Register.
- Dispatch Register
- Visitors book

### **Maintenance of cash book:**

All monetary transactions shall be added in to the money owed of the KVK immediately. All departmental receipts, which have to be deposited to the financial institution and all payments, which have to be made by way of cheque, have to be accounted in the main cash book, which should be maintained by the accountant. All the repayments are to be made by using crossed cheque/DD/online transfer. The Officer in-charge/ Sr. Scientist & Head should initial each entry in the cash book before closing the same. Each entry has to be verified with the counter folio of the cheque book and pay-in slip and has to be initialed. The balance at the end of the month shall be struck and the grand total on each side of the cash book to be agreed. The cash book have to be closed month-to-month and signed through the equipped authority. There should not be any overwriting in the cashbook. (Format of the main cashbook as **Annexure 15**)

**Voucher:** Every payment is to be made on a document called Voucher, which gives the amount, nature and all details essential for its identification and receipt of acknowledgement or acquittanced by person for whom it is due. It is the obligation of the accountant to see that for each and every payment there is a

voucher in perfect form (GAR 29 – FVC Bill) (**Annexure 16**), properly drawn up and arithmetically correct duly certified with necessary inventory entry details etc.,

### **Maintenance of Subsidiary cash book:**

A record of all cash transactions is kept in the subsidiary cash book. All receipts and repayments with the aid of cash be entered in the subsidiary cash book. All cash must be saved in a strong iron secure with lock and key. It is integral that cash balance should be bodily checked and verified by the competent authority as frequently as viable and certificate to that effect should be recorded in the subsidiary cash book.

Every month a Bank Reconciliation Statement shall be prepared to reconcile the discrepancies between the balances as per bank statement and cash book.

### **Budget Estimate (BE) and Revised Estimate (RE)**

In the first week of September, each Sr. Scientist & Head shall submit to ICAR- ATARI, Guwahati, through AAU, Jorhat the Revised Estimate for the current year and Budget Estimate for the succeeding year containing the requirement of funds in specific budgetary format as per EFC for authorized activities. Similarly, the Directors of Extension Education shall furnish the BE/RE for overseeing the KVK activities.

The interest earned under Short-term Deposits has to be credited to the KVK main account. Similarly, the amount realized on auction of the condemned vehicles, equipment, fixtures and other items has to be credited to the KVK Main Account only. The realization of these receipts should be intimated well in advance to AAU, Jorhat.

The KVKs shall put up monthly declaration of expenditure by 5th of each following month to ICAR-ATARI, Guwahati, through AAU, Jorhat as per the format (**Annexure 17**).

All KVKs may ensure that no expenditure in excess of the budgetary allocation is incurred and it should be incurred only for approved items under recurring and non- recurring head.

### **Guidelines for incurring the expenditure beneath KVK Main account**

The fund assistance from ICAR-ATARI, Guwahati will inter-alia include budget for expenditure sub-heads of two principal heads viz., "Recurring" and

"Non- recurring".

**A. Recurring Head:** Recurring head has sub-heads under which budget will be supplied through ICAR-ATARI, Guwahati. These sub-heads and items of expenditure to be covered under each sub-head are mentioned below:

(1) **Pay & allowances:** The expenditure under this head is limited to only the sanctioned staff of the KVK in position. This consists of pay of the staff and other admissible allowances like DA, SDA, SCA, HRA, TA, NPA, Children Education Allowance (CEA), Leave encashment, NPS contribution etc. as notified by the host Institution (AAU).

(2) **Traveling allowance:** This item has budget for the field programmes and for participation of scientists / technical personnel/ other KVK staffs in training programmes, workshops, seminars, symposium etc. TA/DA rules of the ICAR shall be followed while processing the TA claims of the staff. However, the local conveyance undergone for mandated activities of the KVK may be treated only on case to case basis taking into account duration and distance travelled. The unspent amount available against this head should not be re-appropriated to any other head in the main account.

(3) **Contingencies:**

Office Contingencies: It consists of the expenditure on stationery items, postage stamp, rents if any, printing charges, municipal taxes, maintenance of office and lab equipments, telephone bills, electric bills, repairs of furniture, annual contract for security and cleaning of the office/farm, and such other items which are necessary for the efficient functioning of the office. No expenditure should be incurred over and above the sanctioned limit.

#### **Honorarium to Resource Person and External Committee Members of**

**SAC:** This consist of expenditure on honorarium given to resource person for giving lecture/talk/training and sitting charges of external committee members of SAC at the rate of Rs.1000/- per lecture/ per sitting.

POL and repair of vehicle/tractor/two wheelers and equipments: The expenditure on petrol/diesel, oils and lubricants shall be made from this sub-head. In addition, expenditure on repair of the vehicles/ tractors/two wheelers/equipments and replacements of their parts may also be incurred from the same.

**Meals/refreshments for Trainees:** This consists of the expenditure on meals/refreshments for the trainees as per chart tabulated below:

Sl. No.	Particulars	Rate in Rs.
1	Training (1-3 days) (On/ Off campus)	100/-
2	Vocational Training	
	i) On/ Off campus (Non-Residential)	150/-
	ii) On campus (Residential)	200/-

**Frontline Demonstrations:** The expenditure may include cost on critical/vital inputs for the demonstration on frontline technologies as approved in the action plan layout both on the KVK campus below particular training course or on the farmers' fields. Care need to be taken to make practical expenditure on the critical inputs only. Critical inputs are those inputs like seeds, planting materials, bio-products, agro-chemicals etc. which have sizable effect on the production and which are not being used/ followed by using the farmers in the village or area.

**On-farm Trials / Testing:** The expenditure on inputs for on farm trials may be made beneath this head. The expenditure need to be confined to solely approved inputs in appreciate of accepted programmes of on-farm trials as indicated in the annual action plan of the KVK. For any new on-farm trials decided in the mid of the year as a consequence of mid-term review, the expenditure may also be made only with the prior approval of ICAR-ATARI, Guwahati, through AAU, Jorhat.

**Maintenance of buildings:** The fund furnished under this head may additionally be used for repair and bi-annual white washing of the building infrastructures created from the project fund. The budget made under this head must not be used for repair and maintenance of any different buildings, which are now not used for KVK purpose. Savings under this head may also be used for the protection of the garden and lawns around these buildings.

Apart from the above referred to items beneath contingencies, expenditure can be incurred for items approved under BE/RE of the concerned year.

**B. Non-recurring Heads:** The non-recurring heads have a variety of sub-

heads below which budget allocations may be made in the scheme of KVK. These sub-heads and the expenditure to be covered under each sub-head is given below:

1. **Works:** The expenditure on construction of different buildings, as per the requirements of the KVK and according to the approved norms, may be met out of this fund. This will additionally encompass the value of sanitary, water fittings and electrification. Budget below this sub-head should not be used either for buying of land or for buildings.

The value of setting up sheds for workshops, poultry, dairy, piggery and goat gadgets etc. might also additionally be included in this sub-head. However, such demonstration units should not be more than four. Low cost, need based demonstration units have to be set up in the KVK. The finances beneath this sub-head might also be used for purchase of milch animals, poultry birds, goats, pigs, fish fingerlings etc., No amount of this head ought to be utilized for maintenance of these units. The expenditure on establishment of plant nursery, crop cafeteria, etc. may additionally also be booked beneath this sub-head. The allocation made in this head might also additionally be used in improvement of instructional farm of KVK in terms of leveling of land, contouring, bunding, developing irrigation channels, fencing, making threshing floor, farm pond and farm roads. For commencement of any authorized work at approved site as per sanctioned map/layout under this head, the plan and estimates of the building need to be vetted and sanctioned by the ICAR. The Works Manual manner should be observed and the payment may be made accordingly. While establishing the structures the plinth level must be restricted to the approved limit. Expenditure should not be incurred over and above the sanctioned limit. The funds for construction works may be received from the ICAR in three installments, one-third with approval and sanction, one-third after the construction reaches the plinth level and final one-third after the construction reaches roof level. The necessary certificates of progress of work at different stages (plinth and roof level) is to be provided to AAU, Jorhat along with the expenditure statement and photograph of the constructed structure/level for onward submission to ICAR-ATARI, Guwahati. Format on detail of expenditure incurred beneath the head 'Works' is presented in **Annexure 18**.

The following guiding principles have to be adhered in incurring expenditure under this head:

Original works means all new constructions, additions and adjustments to

existing works, special repairs to newly purchase or previously abandoned buildings or structures, including remodeling or replacement. Repair works means works undertaken to maintain building and fixtures. Administrative control of works includes:

- (i) assumption of full responsibility for construction, maintenance and upkeep;
- (ii) proper utilization of constructions and allied works;
- (iii) provision of funds for execution of these functions.

No works shall be commenced or liability incurred in connection with it until, -

- administrative approval has been obtained from the appropriate authority in each case;
- sanction to incur expenditure has been obtained from the competent authority;
- a properly detailed design has been sanctioned;
- estimates containing the detailed specifications and quantities of various items have been prepared on the basis of the Schedule of Rates maintained by CPWD or other Public Works Organizations and sanctioned;
- funds to cover the charge during the year have been provided by the Competent authority;
- tenders invited and processed in accordance with rules;
- Work Order issued.

**Procedure for Execution of Works:** The broad technique to be observed for execution of works below its own arrangements shall be as under:-

- (a) Preparation of detailed design and estimates shall precede any sanction for works;
- (b) No work shall be undertaken earlier than Issue of administrative approval and expenditure sanction by the competent authority on the basis of estimates framed;
- (c) Open tenders / Limited tenders will be called for works as per the AAU worksguidelines issued from time to time on this matter;
- (d) Execution of Contract Agreement or Award of work should be carried out earlier than commencement of the work;
- (e) Final payment for work shall be made only on the personal certificates of the officer-in charge of execution of the work in the format given below:

"I ....., Executing Officer of (Name of the Work), am personally satisfied that the work has been accomplished as per the specifications laid down in the Contract Agreement and the workmanship is upto the standards followed in the Industry."

2. Equipments, machineries and implements: The funds allocated against this item may be utilized for procurement of energy drawn, bullock drawn and hand-operated agricultural machines, implements, equipments and tools which are to be used for operation of farm, laying of demonstration and conduct of trainings in the fields of agriculture and allied enterprises. This will also consist of the fee of electric motors for irrigation, pumping sets, generator, huge or small tractors and irrigation pipes inclusive of set up of drip and sprinkler irrigation systems. The equipments, which had been sanctioned as per approved EFC document, only have to be purchased. The funds allotted in this sub-head may additionally be used for buying of computers, printers, photocopiers, laptop software program etc. for the workplace use. The list of equipments can also be organized according to the priority maintaining in idea the allocations made as per the norms of the ICAR. Procurement may additionally be done in phases. Utility of equipments must be ensured earlier than their purchase.

3. Equipments, machineries and implements: This may encompass the expenditure on buy of educating aids and laboratory equipments, etc. The Sr. Scientist and Head / Purchase Committee of KVK ought to ensure about its full utilization in the KVK before the need based items are purchased.

4. Furniture, Fixtures and Fittings: The expenditure on purchase of furniture and fixtures both for the office as well as hostels and library may be included in this sub-head. This may also include the expenditure on fittings and furnishing of the office of the KVK.

5. Purchase of Vehicles: The amount allocated in this sub-head may be spent for buying vehicles as approved in EFC to be used in KVK. Funds underneath this head can also be utilized for replacement of vehicle, for which approval has to be received from the ICAR for condemnation of old vehicle.

The vehicles have to be maintained properly. All vehicle/tractor files inclusive of logbooks have to be maintained. The total mileage covered and petro/diesel fed on has to be recorded and summary of statement with average kilometer/ litre to worked out at the end of every month. This need to be received attested by the Competent Authority.

New vehicle in replacement can be purchased only after acquiring approval from the ICAR. In case of replacement of vehicle, the following process has to be followed:

The proposal has to be submitted to the ICAR in the prescribed proforma



**Annexure-19 & 20** through AAU, Jorhat after satisfying the prerequisites stipulated in the DFPRs 1978 along with Vehicle Inspection Report from the competent authority as indicated below.

(a) The life of different types of vehicle/tractor/motorcycle, in terms of distance run (in kilometers) and length of use (in years) whichever is reached later, have been fixed as under:

Sl. No.	Type of vehicles	Kilometers	Years
1	Motor automobiles fitted with engines up to 20 hp (RAC)	1,50,000	6.5
2	Motor cycles outfitted with engines of 3.5 hp (RAC) or above	1,20,000	7
3	Motor cycles fitted with engines of much less than 3.5 hp (RAC)	1,20,000	6

(a) The lifestyles of a tractor shall be taken as 10,000 hours or 10 years, whichever is reached later.

(b) A vehicle should be condemned only after a certificate has been received from one of the following authorities to the effect that the vehicle is not fit for any further economical use:

- i. an Electrical and Mechanical Workshop of the National Airports Authority
- ii. the Workshop of a State Road Transport Corporation at places where workshops referred to at (i) and (ii) are now not available, Transport Workshops under the Central or State Government Departments.

Format of vehicle inspection report is furnished in **Annexure- 19**.

6. Establishment of Library: Under this sub-head, the expenditure on one time purchase of books, past periodicals and relevant previous magazines and research journals may be included. Approval of ICAR-ATARI, Guwahati through AAU, Jorhat has to be received earlier than effecting purchase.

Format on details of Assets acquired, register of assets and details of expenditure incurred under Non – Recurring Items are presented in **Annexure- 21, 22**.

### **Utilization /Audited Utilization Certificates**

As per rule 238(1) of GFR 2917, as reproduced below, UC/AUC in GFR 12 A, shall be submitted by the KVK through the organization. Immediately after closure of the financial 12 months the KVK through AAU, Jorhat shall submit an Audited

Utilization Certificate.

(AUC) both in respect of the main account and revolving fund account to ICAR-ATARI, Guwahati. Format for Audit Utilization Certificate in appreciate of KVK Main Account, Expenditure Statement in respect of KVK Main Account, Monthly accounts, main (Bank) Cash Book of KVK etc are presented in **Annexures 23, 24, 17 & 15 respectively.**

### **Revolving Fund account**

A separate bank account shall be opened by the KVK for Revolving Fund. The running cost of feeding dairy animals, chicken birds, pigs, goats and fish may be met from this account sub-head. The maintenance cost of the instructional farm such as buying of inputs, irrigation and labour charges etc. will also be met from this sub-head. The revolving fund is to be operated strictly according to the Revolving Fund Scheme of the ICAR.

The principal amount given by the ICAR has to be repaid @ 20% of the principal each year from the commencement of sixth year on which the ICAR sanctioned the Fund. Failing to refund the above will constrain the ICAR to adjust this amount from the normal budget of the scheme. The AAU, Jorhat shall ensure that the earnings generated from the activities undertaken making use of revolving fund is ploughed back to the fund and same shall be utilized only for various income generating activities of the KVK as indicated hereinabove.

### **Standards of economic propriety**

Every officer incurring or authorizing expenditure from public funds need to be guided by high standards of monetary propriety. Among the principles on which emphasis is usually laid are the following:

- He should workout the same vigilance in respect of expenditure incurred from public money, as a person of ordinary prudence would workout in recognize of expenditure of his very own money.
- The expenditure need not be prima facie extra than the occasion demands.
- He need not exercise his powers of sanctioning expenditure to pass an order, which will be directly or indirectly to his own advantage.
- Public money ought not be utilized for the advantage of a particular individual or section of the community.
- The amount of allowances granted to meet the expenditure of any kind ought not be the whole source of profit to the recipients.

- KVK should have responsibility and accountability to deliver efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement.

### **Physical Verification of Stores**

Physical verification of stores is required to be executed annually. Any lapse/delay in the normal bodily verification raises the possibility of shortages/misappropriation of stores. This component should, therefore, be given due importance.

#### **(a) Guiding Principle of verification of stores**

- Store verification is not to be entrusted to a man or woman one who is a custodian of the store or the ledger keeper and who does not know store classification
- The verification will be entrusted to a responsible officer only.
- Verification shall always be made in the presence of the subordinate authority accountable for the custody of the stores.
- All discrepancies seen shall be brought to account, so that store account may give true status of stores.
- Shortage and damages, as well as unserviceable stores, shall be reported immediately to the authority to write off the loss.
- Similarly, verification of library books is also carried out annually. Loss of the book of the price exceeding Rs 200/- needs to be investigated.

A certificate of verification of stores with its results shall be recorded on the list, inventory or account, as the case may.

#### **(b) Disposal of Store**

After the prescribed life duration of any non-consumable store or asset, committee constituted by the competent authority may in the interest of the KVK declare store as obsolete. Such stores are to be written off after following due procedure for disposal.

### **Delegation of power**

Delegation of financial powers to the Sr. Scientist and Head of KVKs subject to budget provision is as detailed below:

<b>Sl. No</b>	<b>Delegated power</b>	<b>Limit</b>
1	PA/ Impress money	Up to Rs. 5000/-

2	Local sanction	Up to Rs.10,000/- subject to observation of all codal formalities
3	To sanction purchase of feed, seed, fertilizer, pesticides, medicine etc. under Revolving Fund	Up to Rs.10,000/- subject to rates approved by local purchase committee constituted by DEE
4	Approval of tour programme of KVK staff within the state and counter signature of TA and transfer TA bills upto the level of SMS.	Full power

### **Other points**

- It is essential to maintain log book in appreciate of every machine/equipment.
- Stores articles found to be unserviceable are to be disposed of promptly. Any delay in the disposal of these unserviceable items may also cause deterioration in their conditions resulting in fetching lesser salvage cost besides occupying valuable storage space.
- Purchase files are required to be maintained right in respect of each significant purchase, which must give full statistics regarding indents, administrative approval of the competent authority, quotations, comparison of the quotations, selection of the offer, expenditure proposal on the basis of the selected offer, prior expenditure concurrence of AAU, Jorhat, issue of supply order, receipt of the articles, inspection and verification of the stores, installation and commissioning, stock entry certification, details of entries made in the Assets Register, preparation of bill for payment, details of payments indicating cheque no. date and amount. Format for tender enquiry and format of quotation are presented in Annexure I.
- Assets Register in proper format is always to be maintained. In the absence of the Assets Register the position of assets, as shown in the annual accounts of the KVK, cannot be authenticated.

### **Expenditure Filing on PFMS**

The process of feeding the day to day transactions as recorded in the cash book

on the PFMS portal by an agency registered on PFMS, is called expenditure filing and expenditure filing is done through EAT Module of PFMS.

An agency should be registered on PFMS for filing expenditure. On registration of an agency, it gets an Agency Admin log in and password.

Steps involved in expenditure filing:

1. Log in to PFMS with Admin log in and password received at the time of registering the agency.

**Figure 1: PFMS Home Page (pfms.nic.in) – Login**

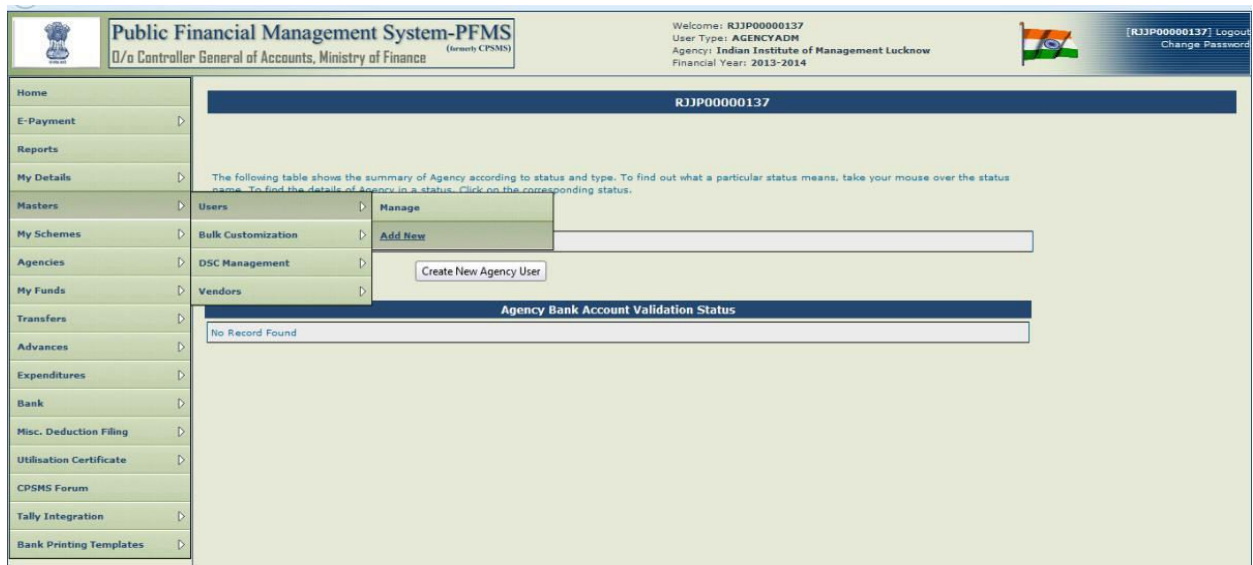


2. Create Maker and Checker
3. Entering all the receipts of the agency
4. Transfer of fund to the child agencies/lower level agencies
5. Expenditure incurred by self or third party.
6. Advances to vendors, beneficiaries, and its settlement.

## Creation of Maker and Checker:

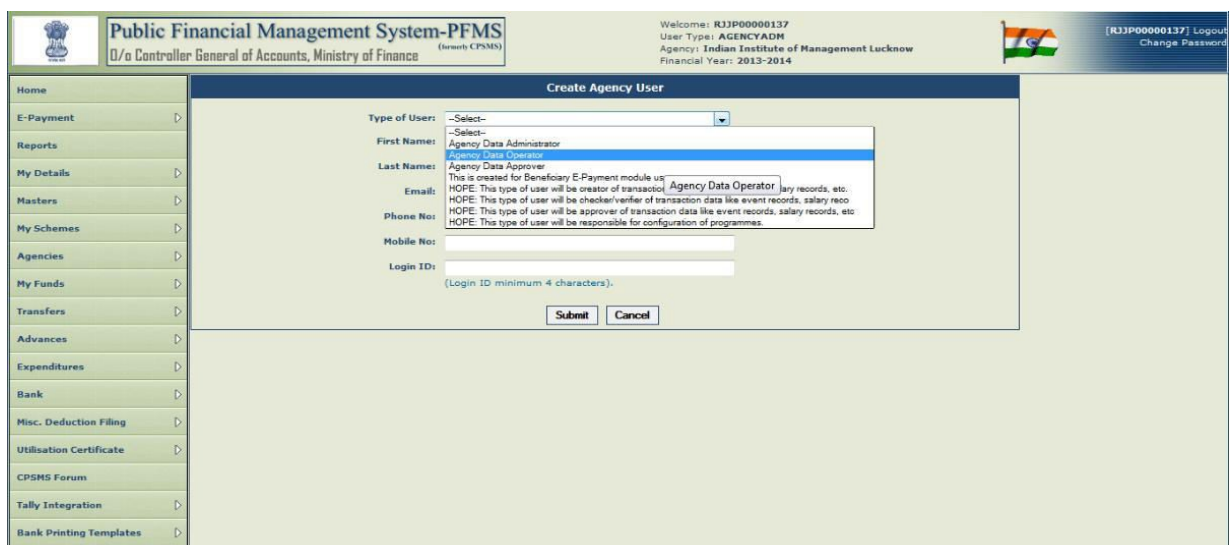
The PFMS has been designed with Maker Checker concept where the Data Operator (Maker) will make all transaction entries and submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the Admin user.

1. Open Admin User ID of the Agency
2. Go to Masters – Users-Add New.



The screenshot shows the PFMS interface. The top header includes the system name 'Public Financial Management System-PFMS (Formerly CPSMS)', the user ID 'RJJP00000137', and the agency name 'Indian Institute of Management Lucknow'. The left sidebar contains a navigation menu with 'Masters' expanded to 'Users'. The 'Add New' button is highlighted. Below the navigation, there is a section for 'Agency Bank Account Validation Status' which currently displays 'No Record Found'.

On clicking the Add New Button, the Registration window will open



The screenshot shows the 'Create Agency User' registration form. The 'Type of User' dropdown is open, showing three options: 'Agency Data Administrator', 'Agency Data Approver', and 'Agency Data Operator'. The 'Agency Data Operator' option is selected. The form also includes fields for 'First Name', 'Last Name', 'Email', 'Phone No', 'Mobile No', and 'Login ID'. A note explains that the 'Agency Data Operator' user is created for the Beneficiary E-Payment module and is responsible for configuration of programmes. The 'Submit' and 'Cancel' buttons are at the bottom of the form.

Select the type as Data Operator or Data Approver, as the case may be.

- Enter the First Name
- Enter the Last Name
- Enter E mail: This should be a correct and operational email as the password and other communication will be sent to this registered mail only.
- Enter the Office Phone Number
- Enter Mobile Number, if any.
- Give a Login id for the user

After entering all these details click on submit button. A successfully registered message will appear. Password of the user will be forwarded to the email of the user submitted at the time of creation. Follow the same procedure for creation of Data Approver by selecting the type as Data Approver. After obtaining the password the operator and approver can log in to do their respective functions.

### **My Fund -Entering all receipts of the agency:**

The receipts of the agency consists of opening balance, receipts from Central Government, , receipts from other agencies, receipts from State Government, returned by other agencies, interest income, income from other sources, etc. All details will be entered by Data Operator and approved by Data Approver.

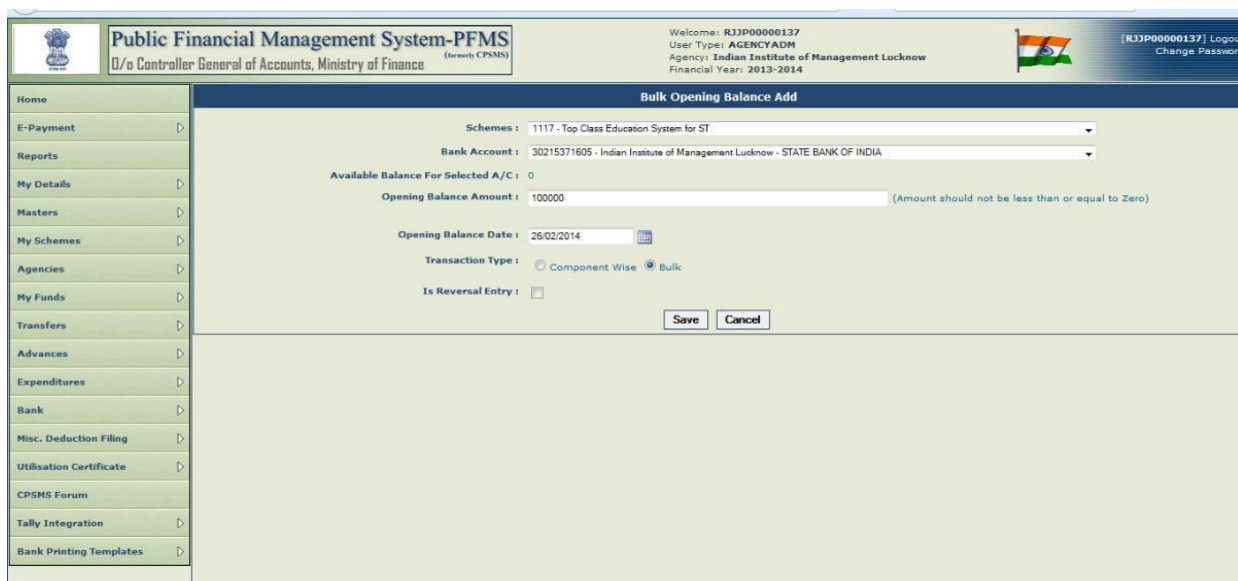
### **Opening Balance:**

The opening balance as per the cash book as on 1<sup>st</sup> April of the financial year is to be entered on the PFMS portal. This is a onetime exercise when the agency starts filing expenditure in PFMS. In subsequent years, the opening balance will be automatically available in the system. For capturing opening balance, the Data Operator will log in and go to My Fund>Opening Balance option.



After entering the Opening Balance page click on Add Opening Balance button.

The page for capturing opening balance will open.



- Select the Scheme to which the opening balance is to be added from the dropdown list.
- Select the appropriate bank account for which the opening balance is to be added. For Cash Balance select Cash option.
- Available balance in the system against the bank account selected will be displayed by the system. At the start of Expenditure Filing by an Agency it will be Zero.



- Enter the opening balance amount.
- Opening Balance date needs to be posted which should be date of beginning of PFMS EAT Module.
- Select the option as Component wise or as Bulk. Component wise option is for entering opening balance against each and every component. Bulk option is for entering opening balance against all components.
- Select Reverse Entry check box for making a reversal entry (deduction) from opening balance already entered.

After entering all the details, click on Save Button to save the opening balance in the system

Scheme Name	Bank Account	Scheme Component	Date	Opening Balance	Status	Is Reversal
Top Class Education System for ST	30215371605	Bulk	26/02/2014	100000.00	Submitted	Not Reversal

- Data approver will log in and go to > My fund > Opening Balance.
- The opening balance submitted by Operator will be displayed in the page.
- Click on scheme component Button for opening the page.
- Verify the details of opening balance entry.
- The approver can approve, reject or cancel the entry.

Public Financial Management System-PFMS  
(formerly CPSMS)  
D/o Controller General of Accounts, Ministry of Finance

Welcome: RJ3P0000137  
User Type: AGENCYADM  
Agency: Indian Institute of Management Lucknow  
Financial Year: 2013-2014

[RJ3P0000137] Logout  
Change Password

**Bulk Opening Balance Details**

Scheme: Top Class Education System for ST  
Scheme Component: Bulk  
Bank Account: 30215371605  
Opening Balance Date: 26/02/2014  
Opening Balance Amount: 100000.00  
Opening Balance Amount(in words): Rupees one lakh(s) only  
Status: Submitted

Approve Reject Cancel Transaction Back

Verify the details and approve/reject the entry as the case may be. Rejected entries can be edited and submitted again by the Data Operator to the Data Approver. The balance in the selected account for opening balance will be inflated to the extent of approved opening balance amount.

### Receipts from Central Government:

As and when the fund is released by the central government directly to the agency, it becomes visible.

Public Financial Management System-PFMS  
(formerly CPSMS)  
D/o Controller General of Accounts, Ministry of Finance

Welcome: commissioner rd  
User Type: AGENCYADM  
Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL  
Financial Year: 2013-2014

[commissioner.rd] Logout  
Change Password

**Manage Funds From Central Government**

Schemes: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
Bank Account: -Select-  
Status: -Select-  
Search

Sanction Number	Scheme	Received Date	Received Amount	Status
<a href="#">L-15069/4/2013/BE-VII-SL.No.31</a>	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	15/05/2013	12578262000.00	Released
<a href="#">L-15069/4/2013/BE-VII-SL.No.17</a>	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	23/04/2013	4310000000.00	Released
<a href="#">L-15069/4/2013/BE-VII-SL.No.71</a>	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	19/09/2013	645136000.00	Released

My Funds > Opening Balance  
Transfers > Received from Central Govt  
Advances > Received from Other Agency  
Expenditures > Returned by Other Agency  
Bank > Received from State Govt  
Misc. Deduction Filing > Interest Income  
Utilisation Certificate > Investment Details  
CPSMS Forum > Income from Other Sources  
Tally Integration > Manage Returned Funds  
Bank Printing Templates >

Go to "My Fund" > Received from Central Government. A new page will open showing all the details of sanctions/releases from Central Government Ministry.

Click on the sanction number to verify the details

click on "Received" button to receive the amount. If the sanction does not pertain to the agency, it can be returned by clicking on "not received" as shown. This action is to be done only by the Agency Administrator.

### Receipts from other agencies:

To receive the funds transferred by parent agency/higher level agencies - Go to> My Fund >Received from other agencies. All the releases will be displayed sanction-wise. All the other steps are similar as explained in the case of receipt from Central Govt.

The screenshot displays the PFMS interface. The header includes the system name 'Public Financial Management System-PFMS (formerly CPSMS)', the user's name 'commissioner rd', user type 'AGENCYADM', agency 'MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL', and financial year '2013-2014'. The main content area is titled 'Manage Funds Received From Other Agency' and contains search filters for Schemes, Bank Account, and Status, along with a Search button. Below the filters is a table titled 'Selected Funds' which currently shows 'No Record Found'. A navigation menu on the left lists various options including Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The 'My Funds' menu is expanded to show options like Opening Balance, Received from Central Govt, Received from Other Agency, Returned by Other Agency, Received from State Govt, Interest Income, Investment Details, Income from Other Sources, and Manage Returned Funds.

This action is to be done only by the Data Operator

(Maker). [Return from Other Agency:](#)

This menu will be used in case the unutilized fund is returned by the child agency.

[Receipts from State Governments:](#)

Since the releases by the State Government to the agency are not processed through PFMS, it has to be entered separately. For entering such receipts:

Go to My Fund >Received State Government

Public Financial Management System-PFMS (formerly CPSMS)  
 O/o Controller General of Accounts, Ministry of Finance

Welcome: commissioner rd  
 User Type: AGENCYADM  
 Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL  
 Financial Year: 2013-2014

[commissioner.rd] Logout  
 Change Password

**Manage Funds From State Government**

Schemes : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account : --Select--  
 Status : --Select--

Search

No Records Found

Add New Fund From State Government

Opening Balance

Received from Central Govt

Received from Other Agency

Returned by Other Agency

Received from State Govt

Interest Income

Investment Details

Income from Other Sources

Manage Returned Funds

Instrument Type : RTGS  
 Instrument Number : P1314000000372  
 Instrument Date : 15/05/2013

**Bank Details**

Account Number : 900710210000005  
 Bank Name : BANK OF INDIA

Received Not Received Back

Click on "Add new fund from State Govt" to enter the details of fund received from the State Government. A new window as given under will open.

Public Financial Management System-PFMS (formerly CPSMS)  
 O/o Controller General of Accounts, Ministry of Finance

Welcome: commissioner rd  
 User Type: AGENCYADM  
 Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL  
 Financial Year: 2013-2014

[commissioner.rd] Logout  
 Change Password

**Funds From State Government**

Scheme : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account : --Select--

Sanction Number :  
 Sanction Date : 04/03/2014  
 Sanction Amount :  
 Instrument Type : --Select--  
 State Gov. Scheme : Other  
 Instrument Number :  
 Favouring :  
 Instrument Date : 04/03/2014  
 Remark :

Save Cancel

- Select the Scheme from the drop down list.
- Select the bank account for adding the State Share.
- Enter the Sanction Number of the State Govt. Sanction Letter.
- From the Date picker post the Sanction Date.
- Enter Sanction Amount.
- Select the Instrument type as cheque, DD or ECS as the case may be.
- Enter the drawee's name in favouring column.
- From the Date picker post Instrument Date.
- Give remarks, if any and save.

A message that "record saved successfully" will appear as given in figure.

The screenshot displays the PFMS interface for the user 'commissioner.rd'. The page title is 'Public Financial Management System-PFMS (formerly CPSMS)'. The user is logged in as 'AGENCYADM' for the 'MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL' agency, with the financial year set to 2013-2014. The main heading is 'Funds From State Government'. A red message at the top of the form area states 'Record saved successfully'. The form contains the following fields:

- Scheme : --Select--
- Bank Account : --Select--
- Sanction Number : [Text Input]
- Sanction Date : [Date Picker]
- Sanction Amount : [Text Input]
- Instrument Type : --Select--
- State Gov. Scheme : --Select--
- Instrument Number : [Text Input]
- Favouring : [Text Input]
- Instrument Date : [Date Picker]
- Remark : [Text Area]

At the bottom of the form, there are 'Save' and 'Back' buttons. A left-hand navigation menu includes options like Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates.

Operator will login in PFMS and then go to my fund>Receipt from state govt to open Manage Funds from State Government page. Click on the "State Scheme" hyperlink to view details.

**Public Financial Management System-PFMS**  
(formerly CPSMS)  
D/o Controller General of Accounts, Ministry of Finance

Welcome: commissioner rd  
User Type: AGENCYADM  
Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL  
Financial Year: 2013-2014

[ commissioner.rd ] Logout  
Change Password

**Manage Funds From State Government**

Schemes : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
Bank Account : --Select--  
Status : --Select--  
Search

State Scheme	Account Number	Sanction Number	Sanction Date	Sanction Amount	Status
Other	63040890778	2014-MGNREGA	04/03/2014	120000.00	Created
Other	63040890778	2014/CPSMS/	04/03/2014	100000.00	Created

Add New Fund From State Government

Operator will verify the detail and click on submit for approval as under.

**Public Financial Management System-PFMS**  
(formerly CPSMS)  
D/o Controller General of Accounts, Ministry of Finance

Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL  
Financial Year: 2013-2014

[ commissioner.rd ] Logout  
Change Password

**Funds From State Government Details**

Sanction Number: 2014-MGNREGA  
Sanction Date: 04/03/2014  
Scheme Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUAR  
Sanction Amount: 120000.00  
Financial Year: 2014  
State Scheme Name: Other  
Payment Mode: Cash  
Favoring: Commissioner, MGNREG  
IFSC Code:  
MICR Code:  
Instrument Number:  
Instrument Date: 04/03/2014  
Status: Created  
Remark: state share

Edit Submit For Approval Cancel Transaction Back

The Data Approver will log in and go to > My Fund > Received from State Govt. The fund details submitted by the Data Operator will appear with the status as "submitted".

**Public Financial Management System-PFMS**  
 (formerly CPMS)

Welcome: commissioner rd  
 User Type: AGENCYADM  
 Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL  
 Financial Year: 2013-2014

[commissioner.rd] Logout  
 Change Password

**Manage Funds From State Government**

Schemes : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account : -Select-  
 Status : -Select-  
 Search

State Scheme	Account Number	Sanction Number	Sanction Date	Sanction Amount	Status
Other	63040890778	2014-MGNREGA	04/03/2014	120000.00	Submitted
Other	63040890778	2014/CPMS/	04/03/2014	100000.00	Created

Add New Fund From State Government

Click on the "State Scheme" hyperlink to open the approval page. After verifying the details, the Data Approver will approve, reject or cancel the transaction as the case may be after entering the reason for rejection/cancellation.

**Public Financial Management System-PFMS**  
 (formerly CPMS)

Welcome: commissioner rd  
 User Type: AGENCYADM  
 Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL  
 Financial Year: 2013-2014

[commissioner.rd] Logout  
 Change Password

**Funds From State Government Details**

Sanction Number: 2014-MGNREGA  
 Sanction Date: 04/03/2014  
 Scheme Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUAR  
 Sanction Amount: 120000.00  
 Financial Year: 2014  
 State Scheme Name: Other  
 Payment Mode: Cash  
 Favoring: Commissioner, MGNREG  
 IFSC Code:  
 MICR Code:  
 Instrument Number:  
 Instrument Date: 04/03/2014  
 Status: Submitted  
 Remark: state share

Approve Reject Cancel Transaction Back

## Interest Income

This menu is used for capturing periodical interest receipt from Banks. For capturing interest income Go to>My Fund>Interest Income. Manage Interest Income page will open.

The screenshot shows the 'Selected Interest Incomes' page. At the top, there is a search bar with 'Bank Account : 50000001101-DDO - ALLAHABAD BANK' and 'Status : -Select-'. Below the search bar, there is a table with the header 'Selected Interest Incomes' and a message 'No Records Found'. A red box highlights the 'Add Interest Income' button. The left sidebar contains a menu with items like 'E-Payment', 'Scholarship Management', 'Reports', 'My Details', 'Masters', 'My Schemes', 'Agencies', 'My Funds', 'Transfers', 'Advances', 'Expenditures', 'Bank', 'Misc. Deduction Filing', 'Utilisation Certificate', 'CPSMS Forum', and 'Register / Track Issue'.

Click on Add Interest button to capture the details of interest income. Window to capture the interest income will open as shown in figure.

The screenshot shows the 'Interest Income' form. At the top, there is a message 'The interest amount already included in the opening balance should not be reflected here.' Below the message, there are fields for 'BankAccount : 50000001101 - DDO - ALLAHABAD BANK', 'Period From : 22/08/2014', and 'Period To : 22/08/2014'. There is a field for 'Income From Interest : ' with a note '(Amount should not be less than Zero)'. Below this, there is a dropdown for 'Schemes : 9268-SKILL DEVELOPMENT MISSION CENTRAL SECTOR' and a field for 'Amount : '. There is an 'Add' button. At the bottom, there is a 'Remark : ' field and 'Submit' and 'Cancel' buttons.



**Bank Account:** Select the Bank Account to which interest income is to be added.

- **Period From:** From the date picker post the date from which interest is due.
- **Period To:** From the date picker post the date up to which interest is accrued.
- **Income from Interest:** Enter the interest earned amount in this column.

**Scheme:** Select the scheme/s against which the interest amount is to be accounted.

- **Amount:** Enter the interest amount against a particular scheme in this column.
- **Add:** Click on Add button which will display the scheme-Amount details in a grid.If interest earned is against more than one scheme, the user may add more scheme and amount here.
- **Remarks:** Enter remarks, if any, in this field.
- **Submit/Cancel:** The user may either submit or cancel the data by clicking ontheappropriate button.

The screenshot shows a web application interface for recording interest income. On the left is a navigation menu with items like E-Payment, Scholarship Management, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, and Register / Track Issue. The main content area is titled 'Interest Income' and contains the following fields:

- BankAccount:** 5000001101 - DDO - ALLAHABAD BANK
- Period From:** 01/01/2014
- Period To:** 30/06/2014
- Income From Interest:** 6000 (with a note: Amount should not be less than Zero)
- Schemes:** 9288-SKILL DEVELOPMENT MISSION CENTRAL SECTOR
- Amount:** 6000

Below these fields is an 'Add' button. A table displays the selected scheme details:

Scheme	Amount	Action
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00	X

At the bottom, there is a 'Remark' field containing the text 'Interest earned from Jan to June 2014' and two buttons: 'Submit' and 'Cancel'.

Upon submitting the transaction, a message "Interest income details saved successfully" will be displayed.

**Instructions**

The interest amount already included in the opening balance should not be reflected here.

---

**Interest Income**

**Interest income details saved successfully**

BankAccount : -Select-

Period From : 22/08/2014

Period To : 22/08/2014

Income From Interest : (Amount should not be less than Zero)

Schemes : -Select-

Amount :

Add

Remark :

Submit Back

**Public Financial Management System-PFMS**  
 (formerly CPSMS)  
 D/o Controller General of Accounts, Ministry of Finance

Welcome: Data Operator  
 User Type: AGENCYDD  
 Agency: State Scheme Administrator  
 Financial Year: 2014-2015

[patnado] Logout  
 Change Password

**Manage Interest Income**

Bank Account : 50000001101-DDO - ALLAHABAD BANK

Status : -Select-

Search

**Selected Interest Incomes**

Bank Account Number ▲	Amount	Period From	Period To	Status
<a href="#">50000001101</a>	6000.00	01/01/2014	30/06/2014	Created

Add Interest Income

Click on back button or go to >My Fund> Interest Income menu to open manage interestincome page. The status of the transaction will be shown as created now.

Click on the Sanction No. hyperlink to submit the interest details created for approval.

- **Edit:** Click on edit button to edit the interest income details.
- **Submit for Approval:** Click to submit the transaction for approval to theDataApprover.
- **Cancel Transaction:** To cancel the details, click Cancel Transaction button.

Public Financial Management System-PFMS (formerly CPSMS)  
 O/o Controller General of Accounts, Ministry of Finance

Welcome: Data Operator  
 User Type: AGENCYDD  
 Agency: State Scheme Administrator  
 Financial Year: 2014-2015

[patnada] Logout  
 Change Password

**Interest Income Details**

Bank Account : 50000001101  
 Period From : 01/01/2014  
 Period To : 30/06/2014  
 Income From Interest : 6000.00

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00

Status : Created  
 Remark : Interest earned from Jan to June 2014

On submitting the transaction for approval a message "Submitted successfully" will be shown. The status of the transaction will now be submitted. The user can cancel the transaction at his stage also.

Public Financial Management System-PFMS (formerly CPSMS)  
 O/o Controller General of Accounts, Ministry of Finance

Welcome: Data Operator  
 User Type: AGENCYDD  
 Agency: State Scheme Administrator  
 Financial Year: 2014-2015

[patnada] Logout  
 Change Password

**Interest Income Details**

**Submitted successfully**

Bank Account : 50000001101  
 Period From : 01/01/2014  
 Period To : 30/06/2014  
 Income From Interest : 6000.00

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00

Status : Submitted  
 Remark : Interest earned from Jan to June 2014

## Approving Interest Income

To approve the interest income transaction submitted by the Data Operator, the Data approver will log in and go to > My Fund> Interest Income. Manage Interest Income page will open.

The screenshot shows the 'Manage Interest Income' page. At the top, there is a search section with 'Bank Account' set to '50000001101-DDO -ALLAHABAD BANK' and 'Status' set to '--Select--'. A 'Search' button is present. Below this is a table titled 'Selected Interest Incomes' with the following data:

Bank Account Number	Amount	Period From	Period To	Status
50000001101	6000.00	01/01/2014	30/06/2014	Submitted

Below the table, there is an 'Add Interest Income' button. On the left side, there is a navigation menu with 'My Funds' expanded, showing options like 'Opening Balance', 'Received from Central Govt', etc., and 'Interest Income' selected.

Interest Income submitted by Data Operator will displayed in this page. Click on Bank Interest Income hyper link to open and verify the interest income details submitted by the operator.

**Approve:** Click on Approve button to approve the transaction.

**Reject:** Approver may reject the transaction by assigning reason for rejection.

Rejected transactions can be edited submitted again by Data Operator to the

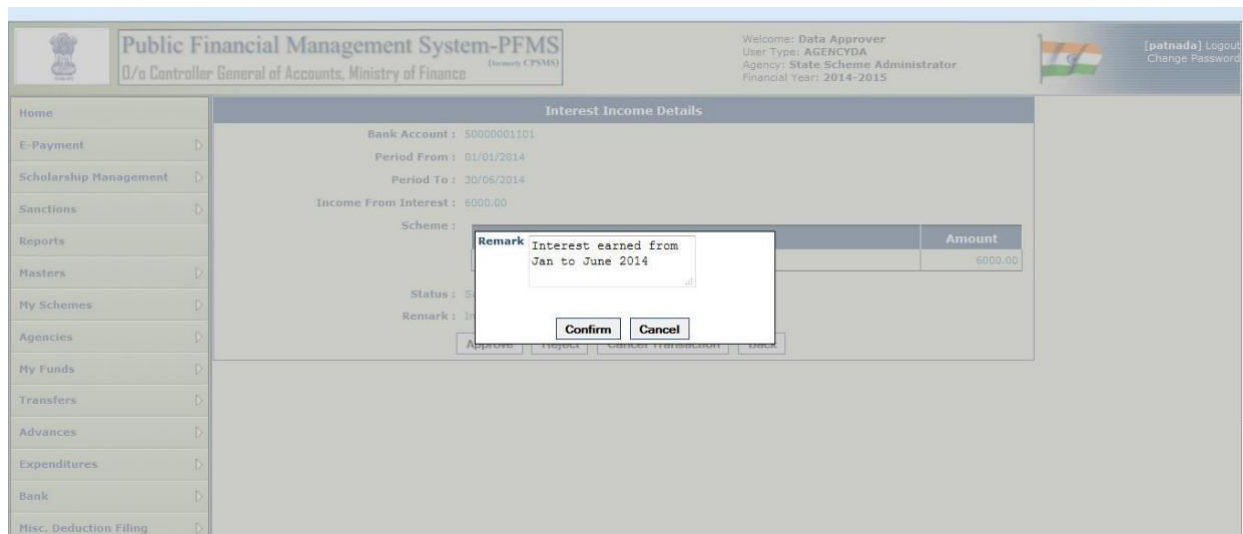
Approver. **Cancel:** transaction can be cancelled by the approver by clicking cancel button.

The screenshot shows the 'Interest Income Details' page. It displays the following information:

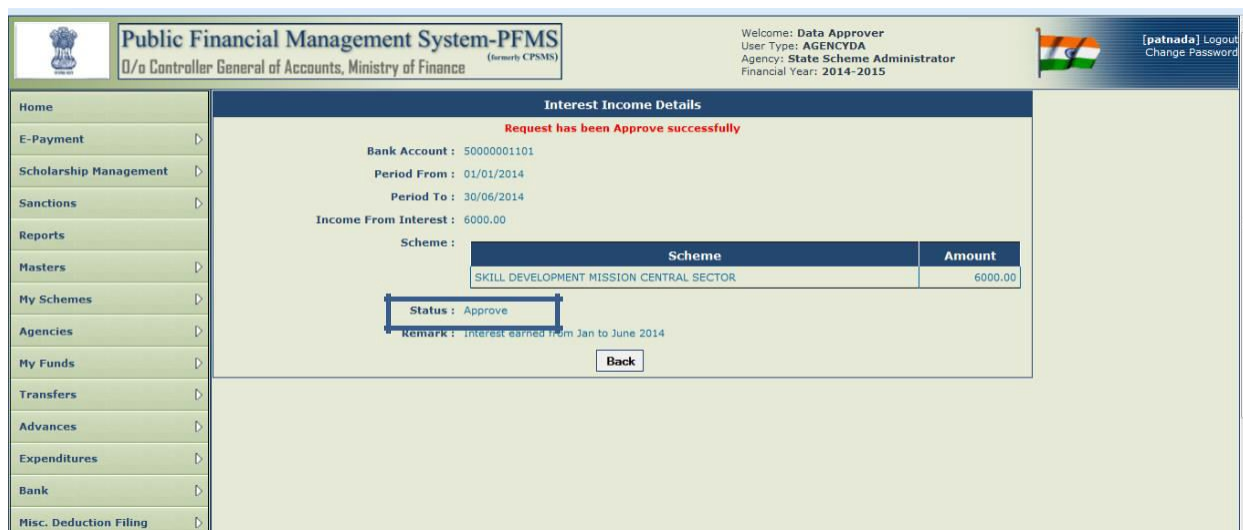
- Bank Account : 50000001101
- Period From : 01/01/2014
- Period To : 30/06/2014
- Income From Interest : 6000.00
- Scheme : SKILL DEVELOPMENT MISSION CENTRAL SECTOR
- Amount : 6000.00
- Status : Submitted
- Remark : Interest earned from Jan to June 2014

At the bottom, there are buttons for 'Approve', 'Reject', 'Cancel Transaction', and 'Back'. The top of the page shows the user is logged in as 'Data Approver' for the financial year 2014-2015.

For approving the transaction, the approver may click on Approve button. Enter remark and confirm for final approval of interest income.



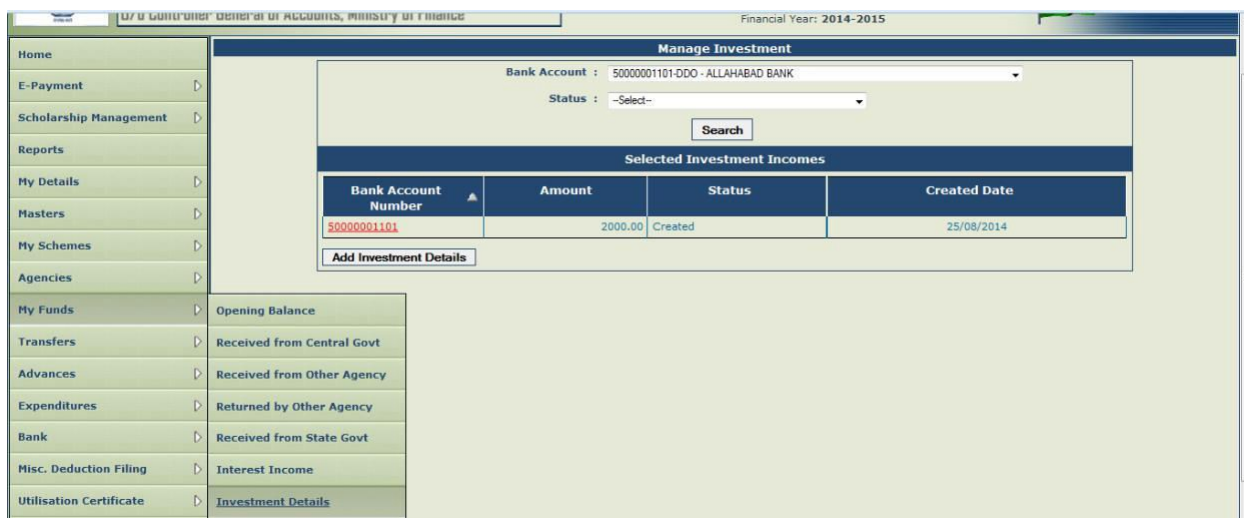
A message "Request has been Approve successfully" will be displayed. The status of the transaction will now be shown as approved.



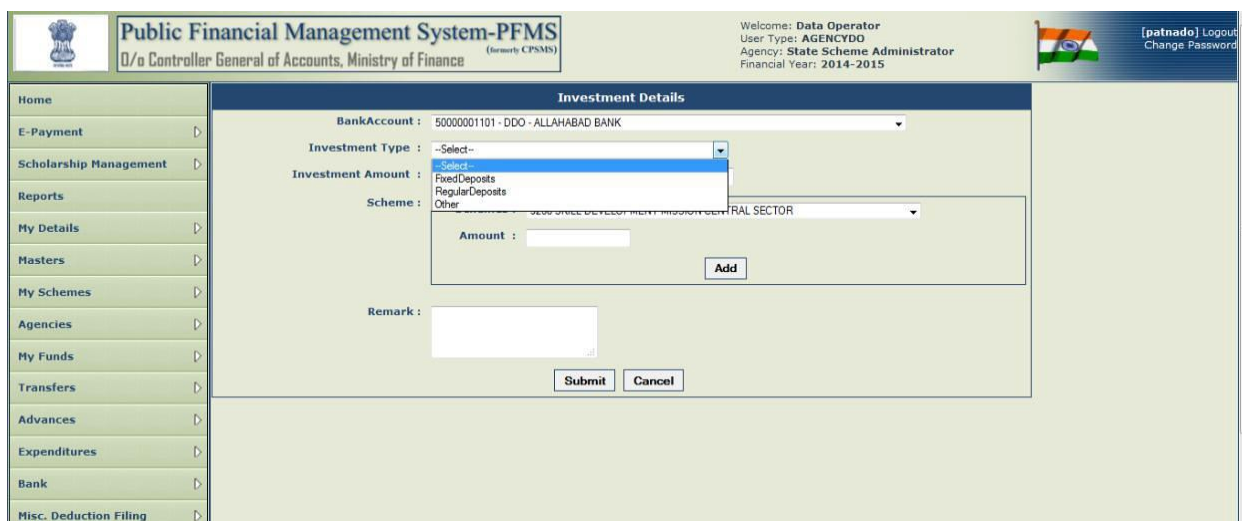
## Investment Details.

If the agency has any type investment made, income from such investment are captured here.

Go to > My Fund > Investment Details. Manage Investment details page will open.



For adding new investment details, click Add Investment Details button. Investmentdetail page will open.



**Bank Account:** Select the Investment Account from the drop down list.

**Investment Type:** The type of investment may be selected as Fixed Deposit, RegularDeposit or Others.

**Investment Amount:** Enter the Investment Amount here.

**Scheme:** Select the scheme from the dropdown list.

**Amount:** Put the amount against each scheme in this column.

**Add:** Click on Add button. Scheme Amount details will be displayed in a grid. User can add more scheme and amount here. The total amount against all individual scheme should tally with Investment Amount column. **Remark:** Enter remarks, if any

**Submit:** After entering all details click on Submit button to create Investment Details. A message "Investment Income details submitted successfully" will be displayed.

**Public Financial Management System-PFMS**  
(formerly CPMS)

Welcome: Data Operator  
User Type: AGENCYDDO  
Agency: State Scheme Administrator  
Financial Year: 2014-2015

[patnado] Logout  
Change Password

**Investment Details**

Bank Account : 50000001101 - DDO - ALLAHABAD BANK

Investment Type : Fixed Deposits

Investment Amount : 2000

Scheme : Schemes : 9268-SKILL DEVELOPMENT MISSION CENTRAL SECTOR

Amount : 2000

Add

Scheme	Amount	Action
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	2000.00	X

Remark : fixed deposit details

Submit Cancel

Click on Back button or go to > My Fund > Investment Detail menu to open Manage Investment page. Click on Bank Account no. hyperlink to open and view the investment details entered.

**Public Financial Management System-PFMS**  
(formerly CPMS)

Welcome: Data Operator  
User Type: AGENCYDDO  
Agency: State Scheme Administrator  
Financial Year: 2014-2015

[patnado] Logout  
Change Password

**Manage Investment**

Bank Account : 50000001101 - DDO - ALLAHABAD BANK

Status : -Select-

Search

**Selected Investment Incomes**

Bank Account Number	Amount	Status	Created Date
50000001101	2000.00	Created	25/08/2014
50000001101	2000.00	Created	25/08/2014

Add Investment Details

Operator will verify the details and Edit, Submit for Approval or Cancel the transaction as the case may be. If the transaction is submitted for approval and confirmed with remark, the same will be available at the level of Data Approver for the approving the transaction.

Public Financial Management System-PFMS (formerly CPMS)

Welcome: Data Operator  
User Type: AGENCYDO  
Agency: State Scheme Administrator  
Financial Year: 2014-2015

[patnada] Logout  
Change Password

Home

E-Payment

Scholarship Management

Reports

My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Advances

Expenditures

Bank

Misc. Deduction Filing

**Investment Income Details**

Bank Account : 5000001101  
Investment Type : FixedDeposits  
Investment Amount : 2000.00

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	2000.00

Status : Created  
Remark :

[Edit](#) [Submit For Approval](#) [Cancel Transaction](#) [Back](#)

### **Approving Investment Income.**

For approving the Investment Income details, the Data Approver will log in and go to> My Fund>Investment Income menu and approve the transaction in similar way as explained in other My Fund Transactions.

### **Income from Other Sources**

This menu is used for capturing any other income of the agency other than the sources explained above.

Go to>My Fund>Income from other Sources>Add New. Fund Received from othersources page will open.

Public Financial Management System-PFMS (formerly CPMS)

Welcome: TSC Both  
User Type: AGENCYADM  
Agency: RURAL ELECTRIFICATION CORPORATION LTD  
Financial Year: 2016-2017

[rekladen] Logout  
Change Password

AdhocReports

BharatKosh Report

Home

E-Payment

Reports

My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Advances

Scheme Allocation

Expenditures

Bank

Register/ Track Issue

Misc. Deduction Filing

Utilisation Certificate

Accounting System Integration

**Funds Received From Other Sources**

Scheme : \* --Select--

Project : --Select--

Bank Account : \*

Fund Sources : \* --Select--  Please Check For Opening Balance

Fund Type : \* --Select--

Funds Received From : \*

Ref No : \*

Actual Transaction Date : \*

Payment Mode : \* --Select--

Favouring Of : \*

Instrument Number : \*

Instrument Date : \* 01/09/2016

Fund Amount : \*

Narration :

[Add New](#)

[Manage Income From Other Sources Add](#) [Submit](#) [Cancel](#)

[Manage Refund Settlement](#)



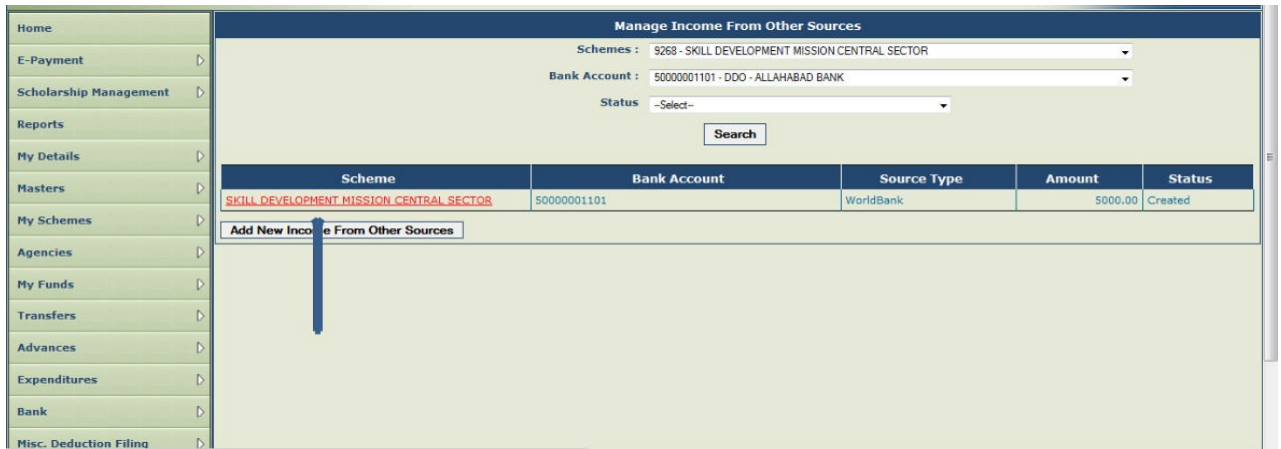
- Select the scheme from the drop down menu
- Select the Bank Account against which income is to be added.
- Select the source of Fund. These are UNICEF, World Bank and other etc.
- Select the Fund Type. These are Grant in Aid, Donor and Loans & Advances
- Enter the Department from which fund was received
- Enter Reference Number
- Select the payment mode as Cheque, DD, ECS, RTGS etc.
- Enter the recipient detail in Favouring of Column.
- Enter the Instrument Number
- From the Date picker, post the Instrument Date.
- Enter the Income Amount in Income Amount Col.
- Enter remarks, if any and submit.

The screenshot shows a web-based form titled "Funds Received From Other Sources". On the left is a navigation menu with items like "AdhocReports", "DharatKosh Report", "Home", "E-Payment", "Reports", "My Details", "Masters", "My Schemes", "Agencies", "My Funds", "Transfers", "Advances", "Scheme Allocation", "Expenditures", "Bank", and "Register/ Track Issue". The main form area contains the following fields:

- Scheme : \* (Dropdown menu: 0338 - DEEN DAYAL UPADHYAYA GRAMADYOTI YOJANA (DDUBJY))
- Project : \* (Dropdown menu: --Select--)
- Bank Account : \* (Dropdown menu: 3880855220 - Rural Electrification Corporation Limited -STATE BANK OF INDIA)
- Fund Sources : \* (Dropdown menu: WorldBank)  Please Check For Opening Balance
- Fund Type : \* (Dropdown menu: Grant in aid)
- Funds-Received From : \* (Text input: 01/01/2015)
- Ref No : \* (Text input: RefWorld)
- Actual Transaction Date : \* (Date picker: 01/08/2016)
- Payment Mode : \* (Dropdown menu: DD)
- Favouring Of : \* (Text input: RECL)
- Instrument Number : \* (Text input: 125545)
- Instrument Date : \* (Date picker: 01/01/2015)
- Fund Amount : \* (Text input: 100000) Rupees one lakh(s) only
- Narration : \* (Text input: )
- Voucher Number : \* (Text input: )

At the bottom right of the form are "Submit" and "Cancel" buttons.

A message "Record saved successfully" will be displayed. Click on Back button or go to >My Fund>Income from Other Sources menu to open the Mange income from other sources page to submit the income details created by the operator. Click on Scheme hyper link to open and view the income details.



Verify the details and Edit, Submit for Approval; Cancel the transaction as the case may be. After submitting for approval, the income details will be available at Data Approver level for approving, rejecting, cancelling the details.

#### Approve Income from Other Sources

Approver will log in and Approve, Reject or Cancel the transaction after verifying the details as in other cases of incomes.

**All the other receipts accruing to the agency has to be entered in the appropriate module und My Fund Menu.**

#### Fund Transfer

Fund can be transferred individually or in bulk from parent agency to the child agency using this module. Bulk transfer means transfer of funds simultaneously to more than one agency. **Bulk customization master is created for bulk transfer.**

Go to **Masters>Bulk Customization>Manage**

A window for creation of bulk customization will open. Separate customization for each module like transfer, expenditure and advances at each level in addition to level type is to be created.



## Menu for Bulk Customization

- **Scheme:** From the dropdown, User will select the Scheme for which Bulk Customization is to be created.
- **Module:** The modules can be fund Expenditure / Fund Advances / Funds Transfer.
- **Level type:** User will click on the radio button Rural / Urban as the case may be.
- **Level:** The user will select the level of agencies to which fund is to be transferred as District, Block/Tehsil, Panchayat/Town, Village/Ward as the case may be. Separate customization will have to be created for each level type and level.
- **Name:** After the scheme has been selected, User can type the name of the customization for reference purpose.
- **Transaction Type:** From the Transaction Type radio button, user needs to select the type of transaction for which this customization is being created. Transaction type can be any one of the following:

### Component Wise

- **Bulk**
- **Default Component**

If the user clicks on transaction type "**Component Wise**", Scheme Component list gets Populated and User can select any or all the components/subcomponents of the scheme as may be required or select bulk if he wants to use all the components for the fund Transfer.

- **Default Amount:** It is an optional field. The user can choose to enter this col. If the transferring amount is same for all or most of the agencies. The user can edit the amount col. at the time of fund transfer.

**Payment mode:** the user can select the payment mode using which the payment will be done.

Following are the payment modes.

- a) Cheque
- b) DD
- c) ECS
- d) RTGS
- e) E payment using Print Payment
- f) E Payment using Digital Signature
- g) E Payment Using Internet Banking

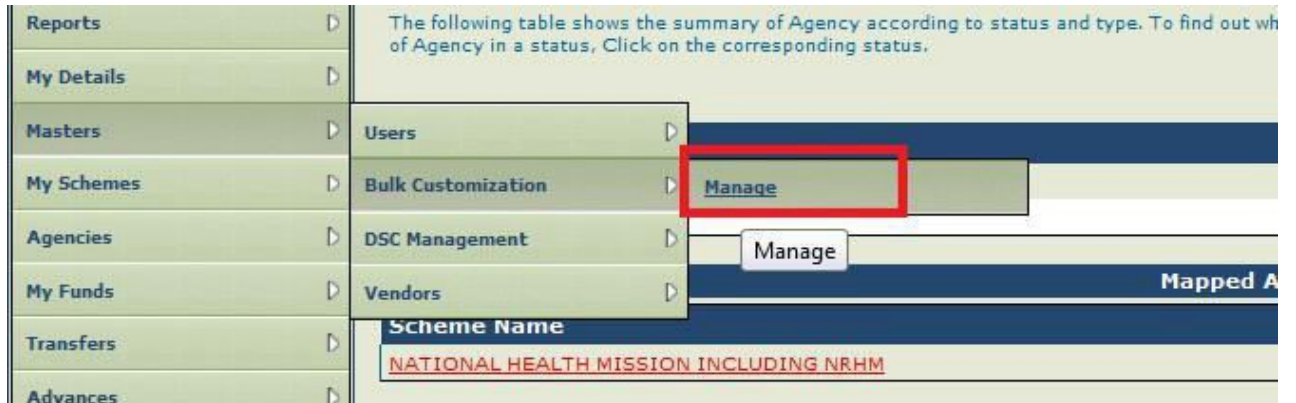
**Save:** Once all the details are entered user can save the details.

Bulk customization so created will appear at the fund transfer window for selection at the time of transferring the fund.

Click on the "Save" button and the customization will be displayed in a grid as shown in figure.

Customization Name	Module	Scheme Name	Default Amount	DELETE
TRANSFER TO DISTRICTS IN M.P.	Funds Transfer	MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	1000.00	X

## Manage Bulk Customization



**Enable:** if the user clicks on “Enabled” user will be displayed list of customizations with the following details Customization Name (hyperlink), Module, Scheme Name, Default Amount.

The screenshot shows the 'Scheme Bulk Customization' form. The 'Scheme' dropdown is set to '3155 - NATIONAL HEALTH MISSION INCLUDING NRHM'. The 'Module' is set to 'Funds Transfer'. The 'Level Type' is set to 'Rural'. The 'Payment Mode' is set to 'EPaymentUsingPrintAdvice'. Below the form is a table titled 'Manage Scheme Bulk Customization' with the following data:

Customization Name	Module	Scheme Name	Default Amount	DELETE
<a href="#">Bulk 2015</a>	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X
<a href="#">TRANSFER TO BLOCKS IN UJJAIN</a>	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X
<a href="#">ADVANCES TO BL</a>	Funds Advance	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X

## View Bulk Customization

Scheme Bulk Customization

Scheme :

Name :

Transaction Type:  Component Wise  Bulk  Default Component

Scheme Component :

- Bulk
  - RCH - TECHNICAL STRATEGIES & ACTIVITIES (RCH - F
    - MATERNAL HEALTH
      - Operationalise Facilities (only Dis, Mon & Quality)
        - Operationalise FRUs
        - Operationalise 24x7 PHCs
      - Integrated outreach RCH services
        - RCH Outreach Camps

Default Amount :  (optional)

Payment Mode:

Cheque
  DD
  RTGS
  ECS

RTGS
  EPaymentUsingPrintAdvice

Note: E-Payment can be done using Print Advice, Internet Banking, Digital Signature channel mode depending upon the account activation status.

Module :  Funds Expenditure  Funds Advance  Funds Transfer

Level Type :  Rural  Urban

Level :

Manage Scheme Bulk Customization

Enabled  Disabled

Customization Name	Module	Scheme Name	Default Amount	DELETE
Bulk 2015	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X

## Edit Existing Customization

Once the user clicks on a specific Customization name, following details of the customization will be

enabled for editing:

- Name
- Vendors
- Default Amount
- Payment mode

84

User can edit the details and update by clicking Update button.

Manage Scheme Bulk Customization

Enabled  Disabled

Customization Name	Module	Scheme Name	Default Amount	DELETE
Bulk 2015	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X

## Scheme Bulk customization

- **Disable:** If the user clicks on "Disable" the selected customization will be disabled.
- **Cancel:** User will click on "Cancel" to cancel the changes made, and revert back to the original data.

Scheme Bulk Customization

Record saved successfully

Manage Scheme Bulk Customization

Enabled  Disabled

Customization Name	Module	Scheme Name	Default Amount	DELETE
Bulk 2015	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X

## Scheme Bulk customization

If any Transfer of fund to another agency has been created Against a Bulk Customization then the user cannot delete the customization and user is shown the message "Funds Transfer has been made against this customization so it cannot be deleted".

### Bulk Customization- Urban Level Type

The Process flow for the Bulk Customization for Urban is same however, when we select the radio button Urban for module type and selects the transaction type as Bulk Customization, the following screen is displayed: The levels are shown as District, Tehsil, Town and Ward.

The screenshot shows the 'Scheme Bulk Customization' interface. The 'Module' section has three radio buttons: 'Funds Expenditure', 'Funds Advance', and 'Funds Transfer'. The 'Level Type' dropdown is set to 'Urban', which is highlighted with a red box. The 'Level' dropdown is set to 'Tehsil'. Below the form, there is a table titled 'Manage Scheme Bulk Customization' with the following data:

Customization Name	Module	Scheme Name	Default Amount	DELETE
Tfrs to DLAs	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
all distict	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
spms	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	500000.00	X
bhupal	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	30000.00	X
xyz	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	800000.00	X



## Scheme Bulk customization-Urban

After clicking on the save button, the record is saved successfully.

**Scheme Bulk Customization**

Record saved successfully

Scheme : DD4 - NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SP

Name :

Transaction Type:  Component Wise  Bulk  Default Component

Default Amount :  (optional)

Payment Mode:  ALL  
 Cheque  DD  RTGS  ECS

Module :  Funds Expenditure  Funds Advance  Funds Transfer

---

**Manage Scheme Bulk Customization**

Enabled  Disabled

Customization Name	Module	Scheme Name	Default Amount	DELETE
Tfrs to DLAs	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
all distict	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
cpsms	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	500000.00	X
bhopal	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	30000.00	X
xyz	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	800000.00	X
Bulk Customization_Urban	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED	50000.00	X

## Scheme Bulk Customization record saved

Transfer : Fund

Transfer

Transfers>Add New

**Add new-fund**

**Transfer**

User will be directed to the **"Funds Transfer Screen"**.

**Public Financial Management System-PFMS**  
(formerly CPSMS)

O/o Controller General of Accounts, Ministry of Finance

- Home
- E-Payment
- Reports
- My Details
- Masters
- My Schemes
- Agencies
- My Funds
- Transfers
- Advances
- Expenditures
- Bank
- Misc. Deduction Filing
- Utilisation Certificate
- CPSMS Forum
- Tally Integration
- Bank Printing Templates

**Agency Type**

Approved Agency

**Scheme**

NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTR

**Age**

- Add New
- Manage
- Manage Bulk Transfer
- E-Payment Print Advice
- Voucher Printing Transfer

## Add new-fund Transfer

User will be directed to the **"Funds Transfer Screen"**. An agency can transfer fund to its lower level agencies individually or by bulk mode through PFMS only if the child agency is registered after logging into the parent agency (for automatic mapping).

## Funds Transfer Screen

To do a Funds Transfer, the User need to select the scheme first and then select the already created Customization name and enters the details on Funds Transfer Bulk Uploading screen.

- **Scheme:** From the dropdown, user needs to select the scheme for which transfer details are to be created.
- **Bank Account:** From the dropdown user, will select the bank account which will be debited. On selection of Bank account, the available balance in the selected bank account will be displayed.
- **Letter/ Office order no:** User needs to enter the Letter/Office order number.
- **Letter/Office order Date:** From the date picker, User needs to enter the
- **Actual Transaction Date:** From the date picker, User needs to enter the Actual  
Transaction date. This can be equal to or greater than the Letter/Office Order date.
- **Transferring amount:** User needs to enter the transfer amount. User needs to specify the sum of amount for all the selected Agencies in the Transferring Amount field. This value should be equal to the amount displayed in Net Amount field; otherwise User will be prompted to enter correct value.
- **Purpose Of transfer:** It is free flow and user can enter the purpose as per the scheme
- **Set Default component:** This is an optional field. User needs to select the checkbox for component from the drop down list. Check the check box of the required Agency Name from the available list. The component/s so selected will be displayed by default against all agencies selected for transferring fund. User can change the default component for any agency if necessary,
- **Total** Amount field displays default amount specified for each component. User can change the default amount for any Agency if he wants.
- **Add Component:** After user has entered details for one component under a scheme, he can add more components from the grid and the net amount should be same as the transferring amount. The Net Amount field displays the sum of amount for all the selected Agencies.
- After all the details are entered by the user he can click on "Submit", button.

A message that the **Amount being transferred saved successfully, please click below at payee details button to complete funds transfer** will appear as shown in Figure below. Click on the button "Payee Details" for adding the payee details.

**Funds Transfer**

Schemes: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL - STATE  
 Letter/office order no.: Commissioner/2014/001  
 Letter/office order Date: 05/03/2014  
 Actual Transaction Date: 05/03/2014  
 Transferring Amount: 100000 Available balance : 20343548000.00

Transaction Type:  Component Wise  Bulk

Scheme Component:

Scheme Component	Amount	Action
[ 4460 ] Unskilled Workers	100000.00	X

Agency: [ Select Agency ]  
 Purpose for Transfer: [ Select Agency ]

Amount being transferred saved successfully, please click below at payee details button to complete funds transfer

Payee Details Back

A new window "Payee Details" will appear. Then select the bank account (if the agency have more than one account) and instrument type (Cheque, DD, RTGS,ECS) and click on "Add" button. Then fill the instrument details and date and submit.

A message **Payee details saved successfully** will appear. Then click on "Next".

**Payee Details**

Payee details saved successfully

Bank Name : STATE BANK OF INDIA  
 IFSC Code : SBIN0030343  
 Transferring Bank Account : 63040890778  
 Transfer Amount : 100000.00  
 Transfer Amount : Rupees one lakh(s) only  
 Receiving Agency : DRDA Balaghat

Purpose for Advance:  
 Bank Account (Receiving Agency) : 63002575139 - CEO ZP MP GRAMIN F  
 Instrument Type : Cheque Add

Cheque No.	Cheque Favouing	Amount	Date	Delete
7890541 (Account is Non CBS, So enter cheque here.)	CEO ZP MP GRAMIN ROZGAR GUJ	100000	05/03/2014	X

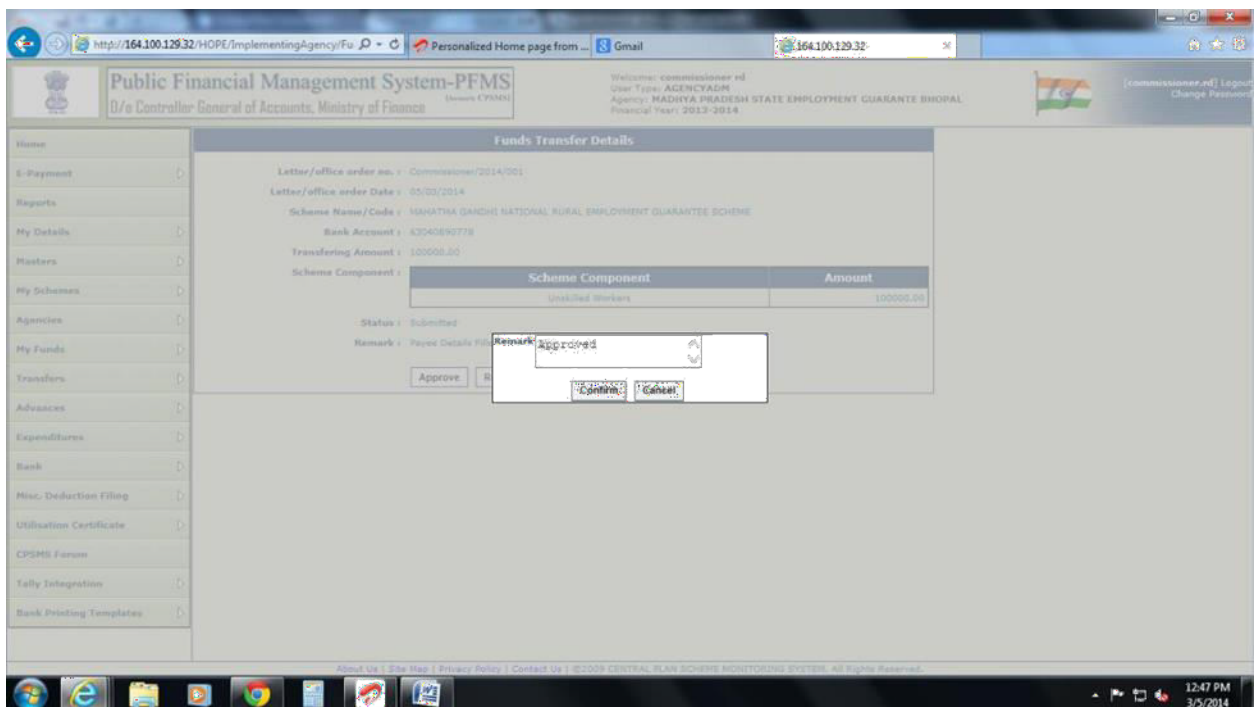
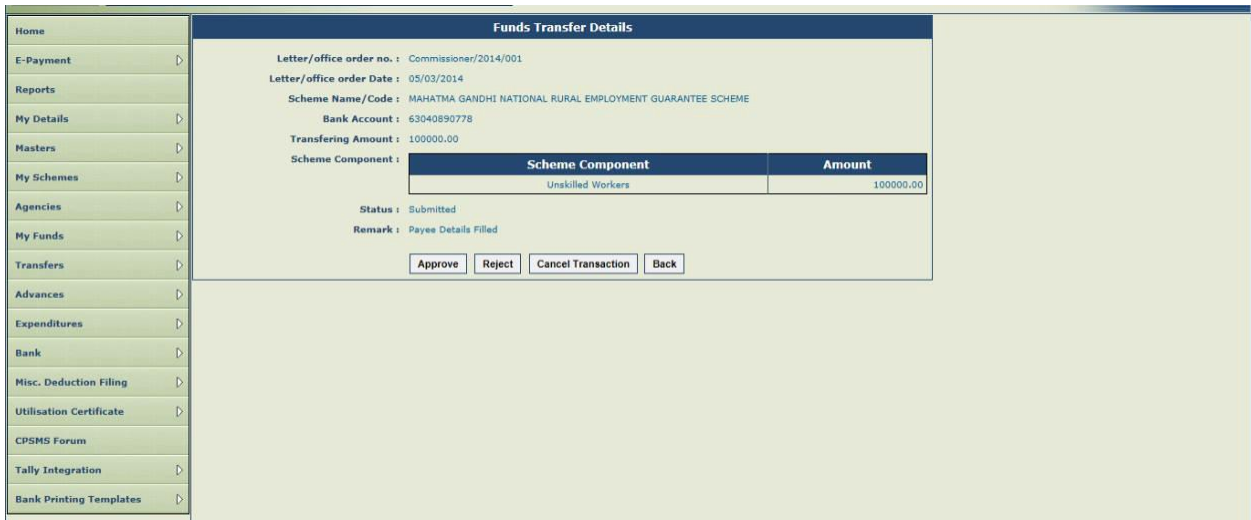
Next

The Data Operator has to submit the transfer transaction for approval by the Data Approver.

A message to the effect that record submitted successfully will appear in a new window.

The Data Approver has to log in and approve the fund transfer by going to the menu Transfer - Manage. On clicking on the "Manage" button, the Approver will be able to view the transfer submitted by the Data Operator for approval.

The Data Approver has to click on the Letter/Office Order No. hyperlink. Then, a new window will appear, then click on "Approve" button and confirm the approval.



A message record approved successfully will appear as under.

The screenshot displays a web application interface for 'Funds Transfer Details'. The page title is 'Funds Transfer Details' and it features a red notification banner at the top stating 'Record Approved successfully'. The main content area contains the following information:

- Letter/office order no.: Commissioner/2014/001
- Letter/office order Date: 05/03/2014
- Scheme Name/Code: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
- Bank Account: 63040890778
- Transferring Amount: 100000.00

Below this information is a table for 'Scheme Component':

Scheme Component	Amount
Unskilled Workers	100000.00

Additional details include:

- Status: Released
- Remark: Approved

A 'Back' button is located at the bottom of the main content area. On the left side of the interface is a vertical navigation menu with the following items: Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates.

## Advances

Advance payment is made to a vendor or supplier for getting a service or product. An advance is also given to an official for getting a work done.

Once the intended work is completed, the beneficiary/vendor/supplier will submit the voucher and return the balance amount, if any, for settling the advance.

### Payment of Advance:

- Go to [Advances](#) module click on "Add New"
- A new page "Create Fund Advances" will open.
- Select Scheme, and Bank Account,
- Select the beneficiary/vendor if it has already been created. Otherwise create the vendor by clicking on "Add New vendor/Beneficiary". The beneficiary/Vendor list can also be created from Master-Vendors-Add New. Then fill in all the relevant information such as sanction number, date, actual transaction date, amount of advance & purpose of advance etc.. The component of advance can be selected by clicking on Select Component Button. Enter the Amount of Advance or the percentage in case advance is to be paid from more than one component and percentage of each component is available. Only any one of the col. has to be entered.

**Create Funds Advances**

**Funds Advance Header:**

Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GU  
 Bank/Cash Account: --Select--  
 Vendor/Beneficiary:  Vendor  Beneficiary  
 Sanction Number:   
 Sanction Date: 05/03/2014  
 Actual Transaction Date:   
 Balance Amount:   
 Advance Amount:   
 Purpose for Advance:

**Customization Name**  
 No Records Found For Bulk Customization

**Scheme Component Details:**

Scheme Components:  Select Scheme component  
 (Enter minimum 3 characters to Scheme Components) Percentage:  Amount:  **Add**

Total Amount:  
 Component Amount:  
 Balance Amount:

**Save** **Reset** **Cancel**

Click on Add button to display the advance details in a grid blow. The total amount and net of Component amounts should match to proceed further.

**Most Visited** **Getting Started**

**Agencies** **My Funds** **Transfers** **Advances** **Expenditures** **Bank** **Misc. Deduction Filing** **Utilisation Certificate** **CPSMS Forum** **Tally Integration** **Bank Printing Templates**

Sanction Number: 134-san  
 Sanction Date: 06/03/2014  
 Actual Transaction Date: 06/03/2014  
 Balance Amount: 20343448000.00  
 Advance Amount: 10000  
 Purpose for Advance:

**Scheme Component Details:**

Scheme Components:  Select Scheme component  
 (Enter minimum 3 characters to Scheme Components) Percentage:  Amount:  **Add**

	Scheme Component	Amount
<input type="checkbox"/>	[ 4465 ] Work site facilities	10000.00

**Remove**

Total Amount: 10000.00  
 Component Amount: 10000.00  
 Balance Amount: 0.00

**Save** **Reset** **Cancel**



Click on save button to enter payee details. Click 'Yes' to Enter payee details as explained in Transfer Module.

Sanction Number: 134-san  
 Sanction Date: 06/03/2014  
 Actual Transaction Date: 06/03/2014  
 Balance Amount: 20343448000.00  
 Advance Amount: 10000  
 Purpose for Advance:

**Scheme Component Details:**

Scheme Components: component [ 4465 ] Work site facilities Select Scheme Percentage: Amount: Add

	Scheme Component	Amount
<input type="checkbox"/>	[ 4465 ] Work site facilities	10000.00

Remove

Total Amount: 10000.00  
 Component Amount: 10000.00  
 Balance Amount: 0.00

Funds details saved successfully  
 Do you want to proceed with payee details  
 Yes No

Deduction like TDS from payment can also made by clicking 'Yes' on link "Do You want to Add Deduction Details?" and then clicking on 'Next' button. Select the Deduction Type and enter the amount/percentage to be deducted and click 'Add Deductions'. Morethan one type of deductions can be effected from the payment. The cheque amount and the amount deducted should tally with the total amount of advance. Click confirm to complete payee details.

**Vendor/Beneficiary Details:**

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

**Instrument Type**

Instrument Type: Cheque Add

**Cheque Details**

Cheque No.	Cheque Favouring	Amount	Date	Delete
233365 (Account is Non CBS, So enter cheque here.)	M/s. Capital Services	9500	06/03/2014	X

Do you want to add the deduction details?  
 Yes  No

Next

Favouring: M/s. Capital Services\_233365\_Cheque Deduction Type: TDS Percentage: Amount:

Add Deduction

	Favouring	Deduction Type	Amount
<input type="checkbox"/>	M/s. Capital Services_233365_Cheque	TDS	500.00

Verify the details and submit for approval of advance payment.

Most Visited Getting Started

Modified By: commissioner.rd Modified On: 06/03/2014

Purpose for Advance:

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date
M/s. Capital Services	233365	9500.00		Cheque	06/03/2014

Bill Deduction Details:

Favouring	Deduction Type	Amount
M/s. Capital Services_233365_Cheque	TDS	500.00

Scheme Component Details:

Component Name	Amount
[ 4465 ] Work site facilities	10000.00

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Payee Details has been submitted successfully

Payee Details Submit For Approval Back

The approver will log in and approve the advance by clicking on the sanction number and verifying the details entered by operator.

Most Visited Getting Started

My Funds

Modified By: commissioner.rd Modified On: 06/03/2014

Purpose for

Add new

Manage

Approve

Adv. Approve Fund Advances

Voucher Printing Advance

Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date
233365	9500.00		Cheque	06/03/2014

Favouring

Favouring	Deduction Type	Amount
M/s. Capital Services_233365_Cheque	TDS	500.00

Scheme Component Details:

Component Name	Amount
[ 4465 ] Work site facilities	10000.00

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Approve/Reject Cancel Transaction Back

## Advance Settlement

Advance paid should be settled within the stipulated time. For settlement of Advancepaid the operator will log in and go to Advances-Advance Settlement.

Click on the Sanction No. to verify advance details. Click 'Add New Settlement' button to open the settlement page to enter advance settlement.

Advance can be settled either by expenditure voucher or by returning the advance amount or partially by expenditure voucher and partially by refund of advance. Select the appropriate type of settlement. Select the Bank Account No. of the agency, enter

component, select Revenue or Capital as the form of expenditure, enter amount of settlement and click on add button

The advance settlement details will be shown in a grid. Verify and select the check box to save the details.

Voucher Number	Scheme Component	Settlement Type	Amount	Expense Type
<input checked="" type="checkbox"/> MP402-03-2014-0001	[4463] Administrative expenses	Expenditure	5000.00	Revenue

After saving the details go to Advances>Advance Settlement again and click onSanction No. for submitting the settlement amount entered for approval

Verify the details and select check box and submit for approval of settlement. A message "Settlement Submitted Successfully" will be shown.

The approver will log in and go to Advances>Advance Settlement and click on sanctionnumber to open Advance Settlement Approval page.

**Manage Funds Advance**

Financial Year : 2013-2014  
 Scheme Code/Name : --All--  
 Vendor/Beneficiary Name : --All--  
 Sanction Number :  
 Status : All

Sanction Number	Sanction Date	Scheme Code-Name	Vendor/Beneficiary Name	Advance Amount	Status
	06/03/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00	Approved

**Advances** dropdown menu:  
 Add new  
 Manage  
 Approve  
 Advance Settlements  
 Voucher Printing Advance

Select the check box and approve the settlement amount.

**Advance Settlement**

Scheme Code/Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account Number: 63040890778  
 Vendor/Beneficiary Name: M/s. Capital Services  
 Order Number: 134-san  
 Order Date: 06/03/2014  
 Advance Status: Approved  
 Total Advance Amount: 10000.00  
 Advance Paid To Vendor: 10000.00  
 Total Paid Amount: 9500.00  
 Total Deduction Amount: 500.00  
 Already Settled Amount: 0.00

<input type="checkbox"/>	Voucher Number	Component Name	Settlement Type	Amount	Status
<input checked="" type="checkbox"/>	MP402-03-2014-0001	Administrative expenses	Expenditure	5000.00	Submitted
<b>Grand Total</b>				<b>5000.00</b>	

---

A message showing 'Settlement Details Approved Successfully' will appear. This will complete the process of advance settlement. Advances once settled will form part of expenditure. The current status of advance can be viewed by going to Advances- Manage menu.

### **Expenditure**

Expenditure module is used for capturing of all expenses incurred directly by the implementing agency like salary expenses, office expenses etc. For entering expenditure voucher details go to Expenditure>Add New.

Select the Scheme from the dropdown menu

Select Account number of the Agency to be debited.

Select payee as self or Vendor/Beneficiary. In case of Vendor/Beneficiary, select the Vendor from the Vendor list created. Vendor/Beneficiary list can be created by clicking on 'Add New Vendor/Beneficiary' link of expenditure page or going to Masters>Vendors>Add New link.

Enter Sanction No., Sanction Date and Actual Transaction Date in the respective columns. Enter the gross amount to be paid in the total amount paid column.

Select the component of expenditure,

Select expense type as Revenue or

Capital,

Enter the amount or percentage and click Add for display of component details

in a grid. The gross amount and component/s amount should tally to proceed

further.

Click on save button to save the entry. Upon saving the entry, the user will be prompted for entering the payee details. Click 'Yes' to proceed for entering payee details as explained in Transfer and Advance module.

**Create Expenditure Details**

**Expenditure Header:**

Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOY  
 Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMEN  
 Expenditure Done By: Vendors  
 Vendor: M/s Capital Services  
[Add new vendor/beneficiary](#)  
 Sanction No.: 231-san  
 Sanction Date: 06/03/2014  
 Actual Transaction Date: 06/03/2014  
 Total Available Amount: 2034348000.00  
 Total Amount: 2500  
 Purpose for Expenditure:

**Scheme Component Details:**

Scheme Components:  Select Scheme  
 Expense Type:  Revenue  Capital  
 Percentage:  Amount:

	Scheme Component	Amount	Expense Type
<input type="checkbox"/>	[ 4492 ] Cost of materials	2500.00	Revenue

**Most Visited**  Getting Started

**My Schemes**  
**Agencies**  
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**Advances**  
**Expenditures**  
**Bank**  
**Misc. Deduction Filing**  
**Utilisation Certificate**  
**CPSMS Forum**  
**Tally Integration**  
**Bank Printing Templates**

**Create Expenditure Details**

**Expenditure Header:**

[Add new vendor/beneficiary](#)  
 Sanction No.: 231-san  
 Sanction Date: 06/03/2014  
 Actual Transaction Date: 06/03/2014  
 Total Available Amount: 2034348000.00  
 Total Amount: 2500  
 Purpose for Expenditure:

**Scheme Component Details:**

Scheme Components:  Select Scheme  
 Expense Type:  Revenue  Capital  
 Percentage:  Amount:

	Scheme Component	Amount	Expense Type
<input type="checkbox"/>	[ 4492 ] Cost of materials	2500.00	Revenue

Total Amount: 2500.00  
 Component Amount: 2500.00  
 Balance Amount: 0.00

The approver will login, go to Expenditure-Approve and after verifying the details,approve the expenditure to complete the process.

### Payment of Deduction made from Advance/Expenditure Bills.

The deductions made from Advance/Expenditure bill can be made from the Menu Misc.Deduction filing. Go to Misc. Deduction>Manage Deductions. The page will show



sanction details along with deduction details made from that sanction. Select the sanction by clicking on the check box and click 'Add Deduction'

Select Scheme and Deduction Type and search to see list of sanctions where deductions have been effected.

Select the sanction/s and click Add deductions. Tax deduction payment entering page will open

Enter Scheme, Account Number and Instrument Number. Deducted amount will be shown by default by the system. Enter the instrument details and payee detail and save to complete payment of deducted amount.

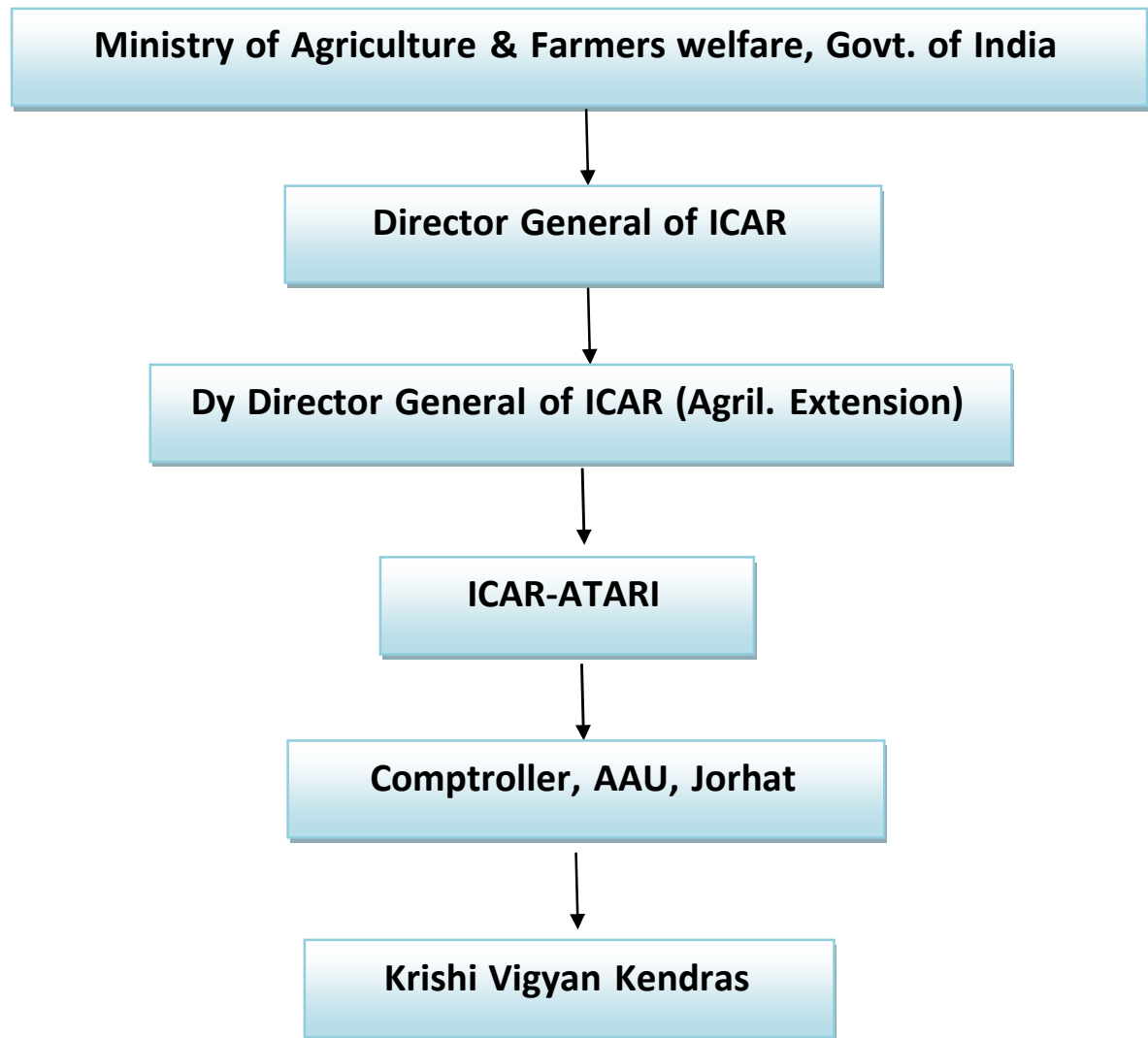
## Inter Bank Transfer

This sub menu is used for transferring amount in the system from one bank account to another or to cash and between schemes, if the agency operates more than one scheme, within the same agency. Go to Bank>Interbank Transfer to open the Interbank Transfer page. Select the Scheme from which the amount is to be transferred and the Scheme to which it is to be transferred. If the fund is to be transferred between two different accounts of the same scheme, select the same scheme on both sides. Select the 'From' and 'To' account/cash, Transferring Amount, Instrument No. and Transfer date and click Transfer button.

Funds Transfer Self	
From Account Details	To Account Details
From Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EM	To Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMI
From Account: 63040890778 - MADHYA PRADESH STATE EEMPL	To Account: Cash --
Available Balance: 20343437000.00	Available Balance: 1000.00
Transferring Amount: <input type="text"/>	
Cheque Number: <input type="text"/>	
(Account is Non CBS, So enter cheque here.)	
Transfer Date: 06/03/2014	
<input type="button" value="Transfer"/> <input type="button" value="Cancel"/>	

The transferred amount will be deducted from the 'From Account' and will be added to the Account/Cash selected for transferring the amount.

Funds Transfer Self	
From Account Details	To Account Details
From Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EM	To Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMI
From Account: 63040890778 - MADHYA PRADESH STATE EEMPL	To Account: Cash --
Available Balance: 20343438000.00	Available Balance: -Select-
Transferring Amount: 1000	63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL - ST
Cheque Number: 523654	900710210000005 - MPSEGC - BANK OF INDIA
(Account is Non CBS, So enter cheque here.)	
Transfer Date: 06/03/2014	Cash --
<input type="button" value="Transfer"/> <input type="button" value="Cancel"/>	



**Fig.- Fund Flow Chart of Krishi Vigyan Kendras under Assam Agricultural University**

**ANNEXURES**  
**(1 to 34)**



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**DIVISION OF AGRICULTURAL EXTENSION**  
 KRISHI ANUSANDHAN BHAVAN-I, PUSA, NEW DELHI 110 012

F. No. A. Extn. 4-14/2020-AE-III

Dated: 14.08.2020

**Office Order**

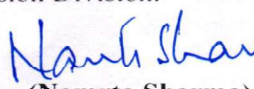
In view of the amendments in the Minimum Essential Model Qualifications for various posts in Krishi Vigyan Kendras from time to time, it has been decided to notify the amended qualifications as under:

<b>Name of the Post/Pay Scale (Pre revised 6<sup>th</sup> CPC</b>	<b>Existing Minimum Essential Model Qualifications</b>	<b>Amended Minimum Essential Model Qualifications</b>
Senior Scientists cum-Head, KVK (PB-4, 37400-67000, GP-9000)	<p>Doctoral degree in relevant field of Agriculture/Horticulture/Animal Sciences/Fisheries including relevant basic sciences with 4 years experience as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay scale of Rs. 8000-13500 having made contribution to research/teaching/extension education as evidenced by published work/innovations.</p> <p align="center"><b>OR</b></p> <p>Doctoral degree in relevant field of Agriculture/Horticulture/Animal Sciences/Fisheries including relevant basic sciences with 4 years experience of high quality post – doctoral research in an institution of repute evidenced by publications in high impact/renowned journals.</p> <p><b>Desirable</b> Specialization in implementing extension education programmes.</p>	<p>Doctoral degree in relevant subject including relevant basic sciences with 8 years experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs. 8000 having made contribution to research/teaching/extension education as evidenced by published work/innovations and impact.</p>
Subject Matter Specialist/T-6 * (PB-3, 15600-39100, GP-5400)	<p>Master's degree in the relevant field or equivalent qualifications from a recognized University.</p>	<p>Master's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised University.</p>
<p>Programme Assistant (Lab. Technician)/T-4 (PB-2, 9300-34800, GP-4200)</p> <p>Programme Assistant (Computer)/T-4 (PB-2, 9300-34800, GP-4200)</p> <p>Farm Manager/T-4 (PB-2, 9300-34800, GP-4200)</p>	<p>Bachelor's degree in the relevant field or equivalent qualifications from a recognized University.</p>	<p>Bachelor's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised University.</p>
Assistant (PB-2, 9300-34800, GP-4200)	<p>A Bachelor's degree from a recognized university with working knowledge of computer.</p>	<p>A Bachelor's degree from a recognised university.</p>

<p>Stenographer Grade-III (PB-1, 5200-20200, GP-2400)</p>	<p>Educational – Matriculation and knowledge of computer. <b>Professional efficiency</b> The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to taken the test in English will be required to transcribe the matter in 65 minutes on manual typewriter or 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes on manual typewriter or 65 minutes on computer.</p>	<p>Educational – 12<sup>th</sup> Class pass or equivalent from a recognized Board or University. <b>Professional efficiency</b> The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to taken the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter 65 minutes on computer.</p>
<p>Driver/T-I (PB-1, 5200-20200, GP-2000)</p>	<p>i) Matriculation pass qualification from a recognized board. ii) Possession of a valid and appropriate driving licence from prescribed Government Authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of Institute/Hqrs.). <b>Desirable</b> i) One year trade certificate in the relevant field from ITI; or ii) Experience of driving in a recognized Institution; or iii) Experience of motor mechanic work.</p>	<p>No change</p>
<p>Supporting Staff Grade-I (PB-1, 5200-20200, GP-1800)</p>	<p>Middle School Standard pass and should know cycling.</p>	<p>Matriculation or equivalent pass OR ITI pass</p>

\*Any six discipline from Agricultural Extension, Agronomy, Plant Breeding, Livestock Production, Horticulture, Home Sciences(Community Science), Agricultural Engineering, Fisheries, Agro-Forestry, Soil Sciences and Plant Protection.

This issues with the approval of Competent Authority of the Agricultural Extension Division.

  
 (Namrta Sharma)  
 Deputy Secretary (AE)

**Distribution:**

1. Director of All ATARIs with the request to communicate 'Model Qualifications' to all Host Organizations running Krishi Vigyan Kendras.
2. PPS to DDG(AE), KAB, New Delhi.
3. PS to Deputy Secretary (AE).
4. Section Officer (AE-I & AE-II)
5. Guard File.

## Annexure 2



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

F.No. 1(1)/09-Per.IV(I-3)

Dated: the 16th October, 2009

To

All Directors/Project Directors of Institutes/National Research Centres/  
Bureaux/Project Directorates of ICAR

**Subject: Revision of pay scales of ICAR Scientists- clarifications regarding.**

Sir,

Reference is invited to the Council's letter of even no. dated 6.3.2009 and 13.3.2009 vide which revised pay scales of ICAR scientists were notified. References have been received from some of the institutes seeking clarifications on certain issues arising out of revision of pay of Scientists. These issues have been examined carefully in consultation with Internal Finance and the position is clarified as under:-

Sl. No.	Query	Clarifications
1.	How the pay of Sr. Scientists recruited through Direct Recruitment during 1.1.2006 to 31.12.2008 is to be fixed.	<p>a. <u>The pay of Sr. Scientist appointed by direct recruitment between 1.1.06 and 31.12.08</u></p> <p>The pay as fixed as per pay revision effective from 1.1.96 may be revised in accordance with the appropriate fitment table notified vide Council's letter No. 1(1)/09-Per.IV dated 16.6.09.</p> <p><u>Illustration - 1</u></p> <p>A Scientist was appointed by direct recruitment as Sr. Scientists on 1.1.2007. His pay was fixed as per pay scales effective from 1.1.96 at Rs. 12000 w.e.f. 1.1.2007. His pay shall be revised to Rs. 22320 as per Table 3 of the fitment tables forwarded vide letter No. 1(1)/09-Per.IV dated 16.6.09.</p>

		<p><u>Illustration - 2</u></p> <p>A Scientist was appointed by direct recruitment as Sr. Scientist on 1.1.2008. His pay was fixed as per pay scales effective from 1.1.96 at Rs. 12840 w.e.f. 1.1.2008. His pay shall be revised to Rs. 23890 as per Table 3 of the fitment tables forwarded vide letter No. 1(1)/09-Per.IV dated 16.6.09.</p> <p>b. <u>The pay of Sr. Scientist appointed on or after 1.1.09</u></p> <p>The pay may be fixed as per Council's letter No. 1(1)/2009-Per.IV dated 13.3.09 read with fitment table notified vide Council's letter No. 1(1)/09-Per.IV dated 16.6.09.</p> <p><u>Illustration</u></p> <p>A Scientist was appointed by direct recruitment as Sr. Scientist on 1.3.09 as per existing qualifications (revised qualifications have not been notified by ICAR so far). His pay will be fixed in the pay band of Rs. 15600-39100 with a minimum pay of Rs. 22320 + grade pay of Rs. 8000 w.e.f. 1.3.09. On completion of 3 years service as Sr. Scientist he will be placed in pay band of Rs. 37400-67000 + grade pay of Rs. 9000.</p>
2.	<p>How the advance increments for acquiring Ph.D degree by the scientists during the period 1.1.2006 to 31.8.2008 are to be regulated? What will be the rate of increment? Whether the advance increments to be granted to the scientists for acquiring Ph.D degree will be compoundable or non-compoundable?</p>	<p>As per para 6 (b) of Council's letter No. 1(1)/2009-Per.IV dated 6.3.09, revised incentives for Ph.D/M.Phil and other higher qualifications are effective from 1.9.08. Therefore, incentive for acquiring such qualification prior to this date will be regulated as per para 1(ii) of Council's letter No. 1(15)/98-Per.IV dated 27.2.99 read with letter No. 1(15)/98-Per.IV dated 19.4.04. Therefore, the pay as arrived after grant of advance increments for acquiring such qualifications in accordance with Council's letter No. 1(15)/98-Per.IV dated 27.2.99</p>



		shall be revised as per Council's letter No.1(1)/2009-Per.IV dated 13.3.09 with reference to appropriate fitment table notified vide Council's letter No. 1(1)/2009-Per.IV dated 16.6.09.
3	Whether 2/4 advance increments granted during the period from 1.1.2006 to 31.8.2008 in the pre-revised pay can be continued to be given in revised pay scales communicated vide ICAR letter no. 1(1)/09-Per.IV dated 6.3.09 wherein it is stated that (para 4.6) that those have already availed the benefit of advance increments as per existing policy for acquiring Ph.D/M.Phil while in service would not be entitled to benefits under the scheme.	Yes. The pay as arrived after grant of advance increments for acquiring M.Phil/Ph.D qualification in accordance with Council's letter no. 1-15/98-Per.IV dated 27.2.99 shall be revised as per Council's letter no. 1-1/2009-Per.IV dated 13.3.2009 with reference to appropriate fitment table notified vide Council's letter No. 1-1/2009-Per.IV dated 16.6.2009. The import of para 4.6 of Council's letter no. 1-1/2009-Per.IV dated 6.3.2009 is that 2/4 increments granted for acquiring M.Phil/Ph.D qualification prior to 1.9.2008 shall not be revised to 3/5 as per rates effective from 1.9.2008.
4.	Sr. Scientist/ Scientist (SG) on completion of 3 years of service in the grade of Sr. Scientist/Scientist(SG) would be placed in Pay Band of Rs.37000-67000 + RGP of Rs.9000. Whether those scientist would also be eligible for grant of annual increment in the same year in feeder scale/higher grade in July irrespective of completion of 12 months at the time of placement in higher scale.	The Scientist (SG)/Sr. Scientists who become eligible for placement in PB-4 on completion of 3 years service in the grade shall draw their first increment in the higher grade on the next 1 <sup>st</sup> July provided they have completed six months' service in the revised pay structure as on 1 <sup>st</sup> July. In case they have not completed six months' service in the revised pay structure as on 1 <sup>st</sup> July, they shall draw their first increment in the revised pay structure only on 1 <sup>st</sup> July of next year. For example, if Scientists were placed in PB-4 on completion of 3 years service between 2 <sup>nd</sup> July and 1 <sup>st</sup> January, they will get their first increment in the higher grade i.e. PB-4 on the next 1 <sup>st</sup> July. However, if they were placed in PB-4 between 2 <sup>nd</sup> January and 30 <sup>th</sup> June of a particular year, they will get their

		increment in the revised pay structure only on 1 <sup>st</sup> July of next year.
5.	What pay on initial appointment through direct recruitment of Scientist in Grade Pay of Rs.6000 and 8000 are to be fixed?	<p>The pay on initial appointment as Scientist with grade pay of Rs. 6000 would be fixed at Rs. 15600 + RGP of Rs.6000 plus admissible increments for higher qualifications, if any.</p> <p>The pay of Sr. Scientist appointed on or after 1.1.09 as per existing qualifications would be fixed in the pay band of Rs. 15600-39100 (with a minimum pay of Rs. 22320) + grade pay of Rs. 8000.</p>
6.	Whether the Scientist (Sr. Scale) promoted to Senior Scientist through revised CAS and have completed 3 years of service as Senior Scientist (Rs.15600-39100 + RGP 8000) on or after 1.1.2006 can be straight way placed to the Pay Band of Rs. 37000-67000 + RGP of Rs.9000?	<p>Yes. A Scientist (Sr. Scale) who was promoted as Sr. Scientist on or before 1.1.06 will be placed in the pay band of Rs. 15600-39100 + grade pay of Rs. 8000 w.e.f. 1.1.06 if he has less than 3 years service as Sr. Scientist on 1.1.06. On completion of 3 years service in the grade of Sr. Scientist he will be placed in pay band of Rs. 37400-67000 + grade pay of Rs. 9000.</p> <p>The pay of a Scientist (Sr. Scale) who was promoted as Sr. Scientist between 1.1.06 to 31.12.08 will be fixed in the pay band of Rs. 15600-39100 + grade pay of Rs. 8000 w.e.f. date of promotion as Sr. Scientist. On completion of 3 years of service in the grade of Sr. Scientist he will be placed in pay band of Rs. 37400-67000 + grade pay of Rs. 9000.</p> <p>Promotion from Scientist (Sr. Scale) to Sr. Scientist on or after 1.1.09 will be regulated as per para 5.1 to 5.7 of Council's circular No. 1(1)/09-Per.IV dated 6.3.09 in accordance with evaluation procedure such as the score card system etc. to be notified separately.</p>
7.	The pay of Senior Scientist and Scientist (SG) having 3 years service in the pre-	As per para 6(c) of Council's letter No. 1(1)/2009-Per.IV dated 6.3.09 the revised CAS will be effective from 1.1.09.

	<p>revised scale of Rs.12000-18300 has been fixed in the revised Pay Band of Rs.37000-67000 and RGP of Rs.9000 with effect from 1.1.2006. Some scientists in this Pay Band were subsequently promoted to the post of Principal Scientists (after 1.1.2006) which is having the same Pay Band of Rs.37000-67000 and RGP of 10000. While fixing their pay on promotion whether the fixation benefit of one increment can be granted in addition to the RGP of Rs.10000. If the fixation benefit of one increment is granted in the case, junior drawing more pay than their senior (those who have become Principal Scientist prior to 1.1.2006) in the revised Pay Band. Whether the pay of seniors can be stepped up to the level of juniors in such cases.</p>	<p>Promotions prior to this date will be regulated as per CAS notified vide Council's letter No. 21(10)/99-Per.IV dated 19.7.2000. Therefore, the pay of Sr. Scientist on promotion to Principal Scientist between 1.1.06 to 31.12.08 which had been fixed under FR 22(1)(a)(1) as per pay revision effective from 1.1.96 may be revised as per appropriate fitment table notified vide Council's letter No.1(1)/09-Per.IV dated 16.6.09. In case of promotion from Sr. Scientist to Principal Scientist as per revised CAS effective from 1.1.09, the pay will be fixed as per rule 13 of CCS (RP) Rules, 2008. Promotions of Scientists are not vacancy based but personal in nature. Therefore, the concept of stepping up as applicable for other civil posts where promotions are vacancy based do not apply. For example pay of seniors cannot be stepped up if a junior is drawing more pay on account of advance increments for acquiring Ph.D degree/M.Phil degrees.</p>
8.	<p>Whether 4 non-compounded advance increment will be granted to scientist who joined during the period of 1.1.2006 to 31.8.2008 with Ph.D degree or their pay should be fixed in the initial stage of Rs. 15600 + RGP of Rs. 6000</p>	<p>As per para 6(b) of Council's letter No. 1(1)/2009-Per.IV dated 6.3.09 revised incentives for Ph.D/M.Phil and other higher qualifications are effective from 1.9.08. Therefore, incentive for possessing Ph.D degree at the time of appointment at Scientist will be regulated as per para 1(ii)(a) of Council's letter No. 1(15)/98-Per.IV dated 27.2.99 in the pay scale effective from 1.1.96. The pay so arrived shall be revised as per Council's circular No. 1(1)/09-Per.IV dated 13.3.09 with reference to appropriate fitment table vide letter No. 1(1)/09-Per.IV</p>

		dated 16.6.09.
9.	Whether the non-compoundable advance increment will be considered for the purpose of NPA, DA etc.	Yes.
10.	Scientists promoted from Scientist (Sr. Scale) to Sr. Scientist after 1.1.2006 while fixing their pay in the pre-revised scale, they were granted two advance increments for moving from Scientist (Sr. Scale) to Sr. Scientist. Whether this two advance increments can be granted in the revised pay band also.	<p>As per para 6(c) of Council's letter No. 1(1)/2009-Per.IV dated 6.3.09, revised CAS is effective from 1.1.09.</p> <p>Promotions up to 31.12.08 will be regulated as per CAS notified vide Council's letter No. 1(15)/98-Per.IV dated 27.2.99. Therefore, the Scientist (Sr. Scale) on promotion to Sr. Scientist between 1.1.06 to 31.12.08 will be granted two advance increments with effect from the date of promotion in terms of para 1(ii)(c) in the pay scales effective from 1.1.96 and the pay so arrived will be revised in accordance with Council's letter No. 1(1)/09-Per.IV dated 13.3.09 with reference to appropriate fitment table notified vide letter No. 1(1)/09-Per.IV dated 16.6.09.</p> <p>Revised CAS vide para 5 of Council's letter No. 1(1)/2009-Per.IV dated 6.3.09 is effective from 1.1.09 wherein provision of grant of two advance increments at the time to promotion from Scientist (Sr. Scale) to Sr. Scientist does not exist, therefore, this benefit would not be applicable to promotions under the revised CAS effective from 1.1.09.</p>

This has the concurrence of FA(DARE) vide Dy. No. 1033/F dated 14.10.2009.

Yours faithfully

*(Signature)*  
 (A.K. Upadhyay)  
 Secretary, ICAR

Copy to:

1. Sr. PPS to DG(ICAR)
2. PPS to Secretary (ICAR)
3. PPS to FA, DARE/ICAR
4. Director (F)
5. DS(P)/US(P)
6. Secretary, ARSS Forum
7. CDN Section for indexing.
8. PD(DIPA) for ICAR website.
9. Guard file



**(V.K. Sharma)**  
**Under Secretary(Per.IV)**

For official use only

**Revised**  
**CAREER**  
**ADVANCEMENT**  
**SCHEME**

**(Effective from 01-01-2009)**



Score Card for Performance Evaluation Including  
Guidelines/Instructions/Proformae for Assessment from  
Senior Scientist to Principal Scientist



**AGRICULTURAL SCIENTISTS' RECRUITMENT BOARD**  
**(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**  
**New Delhi 110 012**



## RES IV – ZPD RESEARCH + EXTN./TRAINING/COORDINATION

	<b><u>AGRICULTURAL SCIENTISTS RECRUITMENT BOARD</u></b>  <b>CAREER ADVANCEMENT OF ICAR SCIENTISTS UNDER REVISED CAS (EFFECTIVE FROM 01-01-2009)</b>  <b>FROM RESEARCH GRADE PAY 9000 TO 10000</b>	
	<b><u>Part V. Evaluation of Senior Scientist (RGP 9000) who are in Zonal Project Directorates</u></b>	<b>Max. Score</b>
	<b>Assessment period 3 years</b>	
	<b>CORE ACTIVITIES</b>	<b>40</b>
<b>A</b>	<b>SCIENTIST'S ACHIEVEMENTS IN RESEARCH</b>	<b>20</b>
<b>A01</b>	<ul style="list-style-type: none"> <li>• Institute projects. <b>3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</b></li> <li>• External projects of minimum 10 lakh per project: <b>3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</b></li> </ul>	<b>10</b>
<b>A02</b>	<ul style="list-style-type: none"> <li>• Innovative conceptual models, approaches and methodology aiding technology assessment, refinement and demonstration of KVKs developed and popularized as part of projects: <b>4 marks for PI, 3 marks for Co-PI.</b></li> <li>• Development/Standardization of procedures for measurement and analysis of the following: Training needs of KVK Scientists. Training needs of farmers/rural youth, Farming systems existing in the KVK districts, Development of Zone specific KVK action plan Proformas, annual report / FLD proforma any other relevant output. <b>4 marks for each activity. One effort will score only once.</b></li> <li>• Innovative technologies /methodologies developed, participatory technology development, concept, software development/Data base management/Expert system developed/Decision support system models / e-learning lessons/models developed &amp; any other relevant output.: <b>3 marks for PI, 1.5 marks for Co-PI for each output</b></li> <li>• Patents: For PI and Co-PI, <b>for each patent granted 2 marks; for technology commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</b></li> </ul>	<b>7</b>
	<b>Technology spread and impact across the system</b> <ul style="list-style-type: none"> <li>• Commercial release/use of the technology attracting revenue to the organization <b>(Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks )</b></li> <li>• Conducting/ co-coordinating and monitoring demonstration, field trials covering 300 acres across the farming system <b>(1 marks per 100 acre demonstration) Max 3 marks</b></li> <li>• Adoption of concept /methodology /product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. <b>Max 3 marks</b> (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered)</li> <li>• <b>Note:</b> Paper published out of M.Sc. and Ph.D. work will not be considered.</li> </ul>	<b>3</b>



	Capacity building / monitoring/ evaluation / reporting and institution building	
	<b>CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING</b>	<b>10</b>
<b>A03</b>	<ul style="list-style-type: none"> <li>Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. <b>0.5 mark each.</b></li> <li>E connectivity content management. <b>0.5 mark</b></li> </ul>	<b>2</b>
<b>A04</b>	<ul style="list-style-type: none"> <li>Technology and methodology linkages established</li> <li>Preparation of technology inventory</li> <li>Preparation of Methodology module</li> <li>Convergence and linkages established <b>(0.5 mark for each activity per year)</b></li> </ul>	<b>2</b>
<b>A05</b>	<ul style="list-style-type: none"> <li>Monitoring</li> <li>Assistance in monitoring of OFT, FLD and training activities of KVKs</li> <li>Organizing zonal workshops and mid term review meetings <b>(0.5 mark for each activity per year)</b></li> </ul>	<b>2</b>
<b>A06</b>	<ul style="list-style-type: none"> <li>Evaluation and report compilation of OFT, FLD and training</li> <li>Impact analysis of KVK mandated activities</li> <li>Preparation of case studies/success stories <b>(0.5 mark for each activity per year)</b></li> </ul>	<b>2</b>
<b>A07</b>	<p>Reporting</p> <ul style="list-style-type: none"> <li>Preparation of zonal report, annual report, evaluation reports etc <b>(0.5 mark for each activity per year)</b></li> </ul>	<b>2</b>
<b>A08</b>	<b>EXTENSION ACTIVITIES CO-ORDINATED</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>HRD/Training / Extension/ services organized/ coordinated/assisted as per Institute mandate <b>(1.0marks for each assignment per year) (maximum 2 marks)</b></li> <li>Inter institutional HRD programmes for benefit of KVKs organized/ coordinated/ assisted as per Institute mandate <b>(1.0marks for each assignment per year) (maximum 2 marks)</b></li> <li>Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / l/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) <b>(0.5 mark for each assignment) (Maximum 3 Marks only)</b></li> <li>Convener or co-convener or organizing/co-organizing secretary or course director/ co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: <b>1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks only)</b></li> <li>Other HRD programmes organized / coordinated / assisted as per institutional mandate. <b>(0.5 marks for each assignment) Max 2 marks)</b></li> </ul>	
<b>B</b>	<b>PUBLICATIONS</b>	<b>20</b>
<b>B01</b>	<b>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors).</b> One best research paper published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a <b>scale of 1.0 to 10.0 , totalled and divided by 1.2</b>	<b>5</b>
<b>B02</b>	<p><b>Other publications:</b></p> <ul style="list-style-type: none"> <li>Books authored (minimum 100 pages): <b>1.0 mark for each author. (Max marks limited to 2)</b></li> <li>Books edited (minimum 100 pages): <b>0.5 mark for each editor (Max marks limited to 2)</b></li> </ul>	<b>15</b>

	<ul style="list-style-type: none"> <li>• Editors of Annual Reports/FLD Reports (1.0 mark for each assignment per year for each editor), <b>Max 3 marks.</b></li> <li>• <b>Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3)</b></li> <li>• Conference Proceedings and newsletter edited: <b>0.5 marks for editor and co-editors (Max marks limited to 3)</b></li> <li>• Book chapters/ Extension leaflets/folders: <b>0.5 mark for author and co-authors (Max marks limited to 3)</b></li> <li>• Technical/ popular Articles : <b>0.25 mark for author and co-authors (Max marks limited to 4)</b></li> <li>• e-publications, learning modules, concept series, educational/training technology inventory and methodology modules published <b>(0.5 marks for each publication Max 4 marks)</b></li> </ul>	
<b>C</b>	<b>PEER RECOGNITION</b>	<b>8</b>
<b>C01</b>	<ul style="list-style-type: none"> <li>• International and National Awards / National Academy fellow: <b>2 marks each .</b></li> <li>• Post-Doctoral Fellowships: <b>1 mark.</b></li> <li>• Institutional or recognized professional societies award/fellowship/journal editor: <b>1 mark each (maximum 2 marks)</b></li> <li>• Best Paper, Best Posters <b>0.5 marks each (maximum 1 mark).</b></li> <li>• Conference prizes / medals, <b>0.5 each max 1.0</b></li> </ul>	
<b>C02</b>	<ul style="list-style-type: none"> <li>• Oral presentation in International seminars / symposia / conference/ workshops: <b>1 mark each (Maximum of 2 marks)</b></li> <li>• Oral presentation in National seminars / symposia / conference/ workshops : <b>0.5 mark each. (Maximum of 2 marks)</b></li> </ul>	
<b>C03</b>	<ul style="list-style-type: none"> <li>• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: <b>0.5 mark for each (maximum marks limited to 2)</b></li> <li>• International seminars / symposia / conference/ workshops/ attended: <b>1.0 mark each (Maximum of 2 marks)</b></li> </ul>	
<b>D</b>	<b>ANNUAL ASSESSMENT REPORTS</b>	<b>12</b>
<b>D01</b>	<p>Period of assessment: <b>3 years</b></p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>	
	<b>TOTAL</b>	<b>80</b>
<b>E</b>	<b>Presentation and Interview</b>	<b>20</b>
	<b>Grand Total</b>	<b>100</b>

**RES-IV ZPD-RESEARCH + EXTN/TRAINING/COORDINATION**

**PROFORMA FOR CONSIDERING ASSESSMENT PROMOTION CASES UNDER THE  
REVISED CAREER ADVANCEMENT SCHEME (effective from 01-01-2009)  
IN RESPECT OF SR. SCIENTIST (FROM THE RESEARCH GRADE PAY OF 9000 TO 10000)**

**EVALUATION OF SENIOR SCIENTIST ENGAGED IN RESEARCH +EXTN./TRAINING/  
COORDINATION**

Whether Assessed Earlier:	<u>Yes or No</u>
<i>If Yes, Date &amp; Period of Last Assessment:</i>	
<i>(i) Date : _____ (ii) Period : _____</i>	
Current Assessment Period: From _____ To _____	
Please send 3 copies of duly filled-in proforma	

**NAME OF THE INSTITUTE** \_\_\_\_\_

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Discipline : \_\_\_\_\_
4. Division/Section : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date of award of degree : M. Phil \_\_\_\_\_ Ph.D. : \_\_\_\_\_
7. Date of joining the ICAR : \_\_\_\_\_
8. Date of joining the Institute : \_\_\_\_\_
9. Date of joining in the post of Sr. Scientist in the grade pay of Rs. 9000 : \_\_\_\_\_
10. Date of completion of 3 years in the grade pay of Rs. 9000 : \_\_\_\_\_
- 11(A) **Highlight Your Significant Contributions; Project-wise, in not exceeding two pages** : \_\_\_\_\_

## 11(B) Tabular Summary of Scientific Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

	Part V. Evaluation of Senior Scientist (RGP 9000) who are in ZPD (Use score card with code : CAS.SS.ZPD)	Duration of Contribution			Marks (FOR OFFICIAL USE)	
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	Max	Marks awarded
	Assessment period 3 years					
	<b>CORE ACTIVITIES</b>				<b>40</b>	
<b>A</b>	<b>SCIENTIST'S ACHIEVEMENTS IN RESEARCH</b>				<b>20</b>	
<b>A01</b>	<ul style="list-style-type: none"> <li>Institute projects. <b>3.0 marks for PI, 1.5 marks for Co-PI for every completed year (Max 8 marks)</b></li> <li>External projects of minimum 10 lakh per project: <b>3.0 marks for PI, 1.5 marks for Co-PI for every completed year.</b></li> </ul>				<b>10</b>	
<b>A02</b>	<ul style="list-style-type: none"> <li>Innovative conceptual models, approaches and methodology aiding technology assessment, refinement and demonstration of KVKs developed and popularized as part of projects: <b>4 marks for PI, 3 marks for Co-PI.</b></li> <li>Development/Standardization of procedures for measurement and analysis of the following: Training needs of KVK Scientists. Training needs of farmers/rural youth, Farming systems existing in the KVK districts, Development of Zone specific KVK action plan Proformas, annual report / FLD proforma any other relevant output. <b>4 marks for each activity. One effort will score only once.</b></li> <li>Innovative technologies /methodologies developed, participatory technology development, concept, software development/Data base management/ Expert system developed/Decision support system models / e-learning lessons / models developed &amp; any other relevant output.: <b>3 marks for PI, 1.5 marks for Co-PI for each output</b></li> <li>Patents: For PI and Co-PI, for each patent granted <b>2 marks; for technology commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</b></li> </ul>				<b>7</b>	

	Evaluation of Senior Scientist (RGP 9000) who are in ZPD (Use score card with code : CAS.SS.ZPD)	Duration of Contribution			Marks (FOR OFFICIAL USE)	
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	Max	Marks awarded
	<b>Assessment period 3 years</b>				3	
	<b>Technology spread and impact across the system</b> <ul style="list-style-type: none"> <li>Commercial release/use of the technology attracting revenue to the organization (<b>Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks</b> )</li> <li>Conducting/ co-coordinating and monitoring demonstration, field trials covering 300 acres across the farming system (<b>1 marks per 100 acre demonstration</b>) <b>Max 3 marks</b></li> <li>Adoption of concept /methodology / product by research and academic members across NARS/ CGIAR/ international research and academic bodies, accreditation received etc. <b>Max 3 marks</b> (for research papers evidence in the form of H index 3 i.e. minimum of 3 number of papers published during the preceding 8 years with each paper cited 3 times is considered)</li> <li><b>Note:</b> Paper published out of M.Sc. and Ph.D. work will not be considered.</li> </ul>					
	Capacity building / monitoring/evaluation/ reporting and institution building					
	<b>CAPACITY BUILDING, MONITORING, EVALUATION AND REPORTING</b>				10	
<b>A03</b>	<ul style="list-style-type: none"> <li>Organizing Capacity building programmes, sensitization workshops, zonal workshops, Interface meetings etc. <b>0.5 mark each.</b></li> <li>E connectivity content management. <b>0.5 mark</b></li> </ul>				<b>2</b>	
<b>A04</b>	<ul style="list-style-type: none"> <li>Technology and methodology linkages established</li> <li>Preparation of technology inventory</li> <li>Preparation of Methodology module</li> <li>Convergence and linkages established (<b>0.5 mark for each activity per year</b>)</li> </ul>				<b>2</b>	
<b>A05</b>	<ul style="list-style-type: none"> <li>Monitoring</li> <li>Assistance in monitoring of OFT, FLD and training activities of KVKs</li> <li>Organizing zonal workshops and mid</li> </ul>				<b>2</b>	

	<b>Evaluation of Senior Scientist (RGP 9000) who are in ZPD (Use score card with code : CAS.SS.ZPD)</b>	<b>Duration of Contribution</b>			<b>Marks (FOR OFFICIAL USE)</b>	
		<b>1<sup>st</sup> year</b>	<b>2<sup>nd</sup> year</b>	<b>3<sup>rd</sup> year</b>	<b>Max</b>	<b>Marks awarded</b>
	<b>Assessment period 3 years</b>					
	term review meetings (0.5 mark for each activity per year)					
<b>A06</b>	<ul style="list-style-type: none"> <li>Evaluation and report compilation of OFT, FLD and training</li> <li>Impact analysis of KVK mandated activities</li> <li>Preparation of case studies/success stories (0.5 mark for each activity per year)</li> </ul>				<b>2</b>	
<b>A07</b>	Reporting <ul style="list-style-type: none"> <li>Preparation of zonal report, annual report, evaluation reports etc (0.5 mark for each activity per year)</li> </ul>				<b>2</b>	
<b>A08</b>	<b>EXTENSION ACTIVITIES CO-ORDINATED</b>				<b>10</b>	
	<ul style="list-style-type: none"> <li>HRD/Training / Extension/ services organized/ coordinated/assisted as per Institute mandate <b>(1.0marks for each assignment per year) (maximum 2 marks)</b></li> <li>Inter institutional HRD programmes for benefit of KVKs organized/ coordinated/assisted as per Institute mandate <b>(1.0marks for each assignment per year) (maximum 2 marks)</b></li> <li>Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT / PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) <b>(0.5 mark for each assignment) (Maximum 3 Marks only)</b></li> <li>Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: <b>1 mark each</b>; 6 to 20 days: <b>2 mark each</b>; 21 days or more: <b>3 marks each (Maximum 3 Marks only)</b></li> <li>Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) <b>Max 2 marks)</b></li> </ul>					

	Evaluation of Senior Scientist (RGP 9000) who are in ZPD (Use score card with code : CAS.SS.ZPD)	Duration of Contribution			Marks (FOR OFFICIAL USE)	
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	Max	Marks awarded
	Assessment period 3 years					
<b>B</b>	<b>PUBLICATIONS</b>				<b>20</b>	
<b>B01</b>	<b>Research Papers (Full score for the First Author, 0.75 score each for rest of the authors).</b> One best research paper published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totalled and divided by 1.2.				5	
<b>B02</b>	<b>Other publications:</b> <ul style="list-style-type: none"> <li>• Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2)</li> <li>• Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2)</li> <li>• Editors of Annual Reports/FLD Reports (1.0 mark for each assignment per year for each editor). Max 3 marks.</li> <li>• Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3)</li> <li>• Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3)</li> <li>• Book chapters/ Extension leaflets/ folders: 0.5 mark for author and co-authors (Max marks limited to 3)</li> <li>• Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4)</li> <li>• e-publications, learning modules, concept series, educational/training technology inventory and methodology modules published (0.5 marks for each publication Max 4 marks)</li> </ul>				15	
<b>C</b>	<b>PEER RECOGNITION</b>				<b>8</b>	
<b>C01</b>	<ul style="list-style-type: none"> <li>• International and National Awards / National Academy fellow: <b>2 marks each</b> .</li> <li>• Post-Doctoral Fellowships: <b>1 mark</b>.</li> <li>• Institutional or recognized professional societies award / fellowship / journal</li> </ul>					

	Evaluation of Senior Scientist (RGP 9000) who are in ZPD (Use score card with code : CAS.SS.ZPD)	Duration of Contribution			Marks (FOR OFFICIAL USE)	
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	Max	Marks awarded
	Assessment period 3 years					
	<p>editor : 1 mark each (maximum 2 marks)</p> <ul style="list-style-type: none"> <li>• Best Paper, Best Posters 0.5 marks each (maximum 1 mark).</li> <li>• Conference prizes / medals, 0.5 each max 1.0</li> </ul>					
C02	<ul style="list-style-type: none"> <li>• Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks)</li> <li>• Oral presentation in National seminars / symposia / conference/ workshops : 0.5 mark each. (Maximum of 2 marks)</li> </ul>					
C03	<ul style="list-style-type: none"> <li>• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 0.5 mark for each (maximum marks limited to 2)</li> <li>• International seminars / symposia / conference/ workshops/ attended: 1.0 mark each (Maximum of 2 marks)</li> </ul>					
D	<b>ANNUAL ASSESSMENT REPORTS</b>				<b>12</b>	
D01	<p>Period of assessment: 3 years</p> <p>4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.</p>					
	<b>TOTAL</b>				<b>80</b>	
E	<b>Presentation and Interview</b>				<b>20</b>	
	<b>Grand Total</b>				<b>100</b>	



I certify that the information furnished above is true to the best of my knowledge and belief, and that if at any stage it is found to be incorrect/false, I shall be liable for disciplinary action against me as deemed fit

Date: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF THE SCIENTIST**

<b>S.No.</b>	<b>List of enclosures/supporting documents in respect of each of the above items.</b>	<b>Page No. (From –To)</b>

**CERTIFICATE (TO BE FILLED IN BY THE OFFICE/INSTITUTE)**

- i. Verified that the information furnished by the Scientist with regard to service particulars and research achievements / publications etc. are correct.
- ii. For the assessment period (From ..... to .....)  
Dr. .... is clear from vigilance angle.
- iii. No minor / major penalty has been imposed on him / her during the said assessment period.
- iv. The work and conduct of Dr. .... as observed from the annual Assessment Report for the said assessment period has been found to be satisfactory.
- v. AAR grading for the assessment period are given below

Assessment Period			
Grading by the Reporting officer			
Grading by the Reviewing Officer			

- vi. Remarks of the Director of the Institute about the Research Potential of the Scientist as evidence from the SRC Proceedings/ any other document are given below:-

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SIGNATURE OF THE HEAD OF THE INSTITUTE

*For official use only*

# Annual Performance Assessment Report (APAR) Scientific Personnel of ICAR



**ICAR-INDIAN VETERINARY RESEARCH INSTITUTE**  
**DEEMED UNIVERSITY**  
*(Indian Council of Agricultural Research)*  
Izatnagar-243 122, Bareilly (UP)



## Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's

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## **Annual Performance Assessment Report (APAR) System for Scientific Personnel of ICAR**

### **A. Prologue**

Indian Council of Agricultural Research (ICAR) is one of the largest scientific organizations devoted to agricultural research and education in the country. Through its vast network of institutions spread across the entire length and breadth of the country, it caters to the research and educational needs in agriculture at the national level. It takes pride in having the highly qualified scientific manpower, numbering around 5000, who bring laurels to the country in general and to ICAR in particular. Its contribution towards making the country self-sufficient in food production has received universal recognition. Besides its basic role in increasing agricultural production and productivity through appropriate technologies and in developing the high quality scientific manpower through its relevant academic/training activity, it provides policy support to the Government on all matters relating to agricultural research and education.

The ICAR largely owes its achievements to the devotion and untiring efforts of its scientific community. Over the years, it has evolved dynamic systems to evaluate the achievement of scientists against the targets set for various tasks and suitably reward them based on their level of performance. One of the basic components of the evaluation system is the preparation and documentation of Annual Assessment Report (AAR). From a mere subjective assessment of the performance of scientists, an improved AAR system has been developed by the Council so as to infuse more objectivity through a process of quantification and grading of their achievements. The revised AAR form for the scientific personnel has been introduced for adoption from the assessment year 2003 – 2004 (vide ICAR letter no. 2(3)/96-Per.IV dated 5<sup>th</sup> November 2003).

The Department of Personnel and Training (DoPT) of the Government of India has developed guidelines for the preparation and maintenance of Annual Performance Assessment Report (APAR) in respect of All India Services (vide DoPT letter no. 21011/1/2005-Estt (A)(Pt-II) dated 23<sup>rd</sup> July 2009), wherein the format for numerical grading of the achievements of Group 'A' Officers by the Reporting and Reviewing Authority has been elaborated. The ICAR endorsed these guidelines and communicated to its Institutes for information and further guidance (vide ICAR letter no. 21-23/2009-CDN dated 17<sup>th</sup> August 2009). As a follow-up, the National Academy of Agricultural Research Management (NAARM) has been asked to revise the existing AAR system currently in vogue for the scientific personnel of ICAR.

In this context, ICAR has asked NAARM to review and revise the existing Annual Performance Assessment Report (APAR) form in respect of scientists in accordance with DoPT guidelines. Accordingly, the existing AAR system has been revised after thorough review and interaction with some Senior Officers at NAARM. Apart from DoPT guidelines, the APAR system followed for the scientific personnel of the Council of Scientific and Industrial Research (CSIR), as well as the score card system adopted by the Agricultural Scientists Recruitment Board (ASRB) for promotion of scientists under the Career Advance Scheme (CAS) of ICAR have also been consulted during revision.

## **B. Revision of Annual Performance Assessment Report (APAR) System**

Keeping the aforesaid points in view, the existing APAR system followed in ICAR has been revised by incorporating the DoPT guidelines and the salient features of the assessment system followed in CSIR institutes, as well as the prevailing ASRB score card system adopted for the promotion of ICAR scientists. The basic principle followed for revision including the process envisaged and the content modified; and the revised APAR form for the scientific personnel of ICAR are presented along with necessary guidelines in the following section.

### **i. Principle**

It is in the interest of all categories of ICAR scientists that they should know how well or otherwise they are performing their job. Genuine feedback information from periodical assessment of their performance would facilitate them to plan their career development in a systematic manner. Knowing their deficiency in time, if any, would enable them to take special efforts to overcome their shortcomings keeping in view their career advancement in the long run.

The performance of scientists is assessed regularly on an annual basis (April - March) through Annual Performance Assessment Report (APAR). It is an important document which provides the basic and vital inputs for assessing the suitability of individual scientists for their further career advancement. The APAR is a means to an end and not an end itself. It should be considered as a true indicator of the achievement of scientists and not as a mere controlling tool. It is not meant to be a fault finding tool but a development tool for career planning of scientists.

Performance assessment should be considered as a human resource development tool in order to enable the scientists to realize their true potential. It is meant to be a joint exercise between the scientist reported upon and the Reporting Officer who supervises his/her work. At the beginning of the year, the Reporting Officer has to set quantitative/physical targets in consultation with each of the scientists working under them. It is the duty of the Reporting Officer to give the scientists a clear understanding of the tasks to be performed and to provide them with the required resources to effectively perform the tasks assigned to them. It is for the scientists to contribute to the best of their ability through better achievement of the given tasks, both in quantity and quality, by making optimum use of the resources provided.

It is of vital concern both for the Reporting Officer and the Reviewing Officer to write the APAR of their scientists in an objective and impartial manner. Their objective assessment would not only assist them in providing proper guidance for those scientists who perform below expectations, but also in taking credit for the good work done by their scientists. They should have a clear perception of the objectives of performance assessment, i.e., i) to improve the performance of scientists in their present job; and ii) to

## Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's

assess the potentialities of scientists and prepare them through appropriate feedback and guidance for their career opportunities in future.

The basic principle of the revised assessment system demands that the full APAR including the overall grade and general assessment by the Reporting Officer be communicated to the concerned scientist after it is completed with the remarks of the Reviewing Officer. The scientist reported upon to be given the opportunity to make representation against the entries and final grading given in the APAR, if he/she is not fully in agreement with the assessment made by the Reporting and Reviewing Officers. The competent authority may then consider the representation of the grieved scientist, if necessary, in consultation with the Reporting Officer and/or Reviewing Officer. After due consideration, the competent authority may accept and modify the APAR or reject it. The decision of the competent authority will be final.

### **ii. Process**

A series of time-bound steps are involved in the preparation and documentation of APAR for the scientific personnel of ICAR, as under:

- Distribution of APAR form to the Scientist to be reported upon, after completion of Part 1 by the Administrative Office.
- Submission of self-assessment of activities and accomplishments by the Scientist reported upon in Part 2 to the Reporting Officer.
- Submission of report by the Reporting Officer in Part 3 to the Reviewing Officer, after evaluating the self-assessment submitted by the Scientist reported upon and awarding numerical grade as per the specific guidelines set for the purpose.
- Completion of report by the Reviewing Officer and sending it to APAR Section/ Cell, after recording critical remarks on the evaluation by the Reporting Officer and awarding own numerical grade, as per the guidelines, in Part 3.
- Disclosure of the evaluation including the numerical grade awarded and the critical comments made by the Reporting and Reviewing Officers to the Scientist reported upon for information.
- Receipt of representation, if any, on the completed APAR from the Scientist reported upon by the APAR Section/ Cell.
- Forwarding of representation received by the APAR Section / Cell to the Competent Authority for redress.
- Disposal of representation by the Competent Authority, either by accepting it and suitably modifying the APAR or rejecting it.
- Communication of the decision of the Competent Authority on the representation received to the APAR Section/ Cell.
- End of entire process and finally taking the APAR on record.

## Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's

The entire APAR process starts on 31<sup>st</sup> March and ends on 30<sup>th</sup> November, as annexed to the revised APAR form.

### **iii. Content**

The revised Annual Performance Assessment Report (APAR) form essentially has three distinct parts, as under:

Part 1: General particulars of the Scientist reported upon-to be filled in by the Administrative Office.

Part 2: Self- assessment of performance – to be filled in by the Scientist reported upon. It provides ample opportunity for the individual scientists to indicate the relative time spent on each of the tasks assigned to them as well as to evaluate one's own performance and document the achievements. In this part, the Scientist specifies the targets set for various tasks performed, achievements under each target, the shortfalls (if any), constraints encountered and specific areas where achievements have been greater.

Part 3: Assessment by the Reporting and Reviewing Officers. Their evaluation and comments provide opportunity to every Scientist to receive an honest and constructive critique on past performance and suggestions for improvement and career growth in future.

Since the assessment of any scientist should in principle be determined not only by the work output in the preceding year but also to some degree his/her capabilities and potentials, the revised APAR system considers across four major parameters, namely, 'Work Output'- professional; Work Output – institutional; 'Personal Attributes' and 'Functional Competence', with different weight factor assigned to each one of them in accordance with job description. Achievements of the scientist are to be graded (scored) against relevant indicators of assessment included under each of these parameters by the supervising officers to arrive at the overall grading of the scientist. The weighted average factor concept permits the possibility of the different parameters being valued differently for scientists in different job categories with varied functions.

Once the scientist completes the self-assessment part, numerical grading are to be awarded by the Reporting Officer for the work output (professional & institutional), personal attributes and functional competence of the scientist reported upon, that need to be agreed or disagreed and modified with reasons by the concerned Reviewing Officer. Accomplishments of the Scientist against the group of indicators included under each of these parameters are to be graded (scored) individually on a scale of 1–10, where 1 refers to the lowest grade and 10 to the highest. The overall grading will be based on the weighted average concept.

### **C. Epilogue**

In order for the revised APAR system to succeed, the Supervising Officers/ Heads of Institutes/ Research Managers have to play a key role by observing the following:



## Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's

- The APAR has to be filled with due care and attention, and also after devoting adequate time.
- Ensuring that all scientists are familiar with and understand the basic tenets of the APAR form and know how to fill it correctly (probably through an institute-level short exposure).
- Working with the Senior Officers Team at the Station/Institute to create enabling atmosphere and mechanism, and also make available the required resources and facilities to the extent possible so that the scientists could perform to the best of their ability.
- Making the internal mechanism for addressing any grievances of the scientists more effective.
- Ensuring that the scientists receive timely feedback on their more significant as well as lesser strengths, including suggestions for improvement.
- Since APARs are vital for proper management and development of scientists, it is essential to see that they are completed within a time frame.

It is with sincere hope and expectation that the existing APAR system has been revised to provide opportunity for the Supervising Officers to recognize and suitably reward the performance of scientists, as well as to allow the ICAR Institutes to promote institutional goals by rewarding excellence and evolving appropriate strategies to overcome poor performance of the scientists towards achieving the institutional goals.

\*\*\*

**D. Annual Performance Assessment Report (APAR) Form**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

**Annual Performance Assessment Report for Scientific Personnel of the  
ICAR Report for the year/period ending.....**

**PART - 1: General Particulars (to be filled in by the Administrative Office)**

1. Name of the Scientist: \_\_\_\_\_
2. Date of birth: \_\_\_\_\_
3. Date of entry in the ICAR service: \_\_\_\_\_
4. Present designation: \_\_\_\_\_
5. Date of joining the Present Grade: \_\_\_\_\_
6. Present pay: \_\_\_\_\_
7. Research Station/ Institute in which working: \_\_\_\_\_
8. Details of service in difficult/remote/backward areas/disadvantaged areas:

<b>Period</b>	<b>Station</b>	<b>Designation</b>

9. Academic qualification acquired during the year reported upon (incase no academic qualification has been acquired, the highest degree along with specialization need be given):

<b>Degree</b>	<b>Year</b>	<b>Subject(s)</b>	<b>Institution</b>

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10. Period on leave during the year:

11. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given:

12. Please attach Annual Health Checkup report for the assessment year.

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**PART - 2: Self – Assessment (to be filled in by the Scientist reported upon)**

**2.1 Activities and Achievements:**

Activities approved and accomplished (*Please choose whichever is applicable to you*):

S.No.	Activities planned and Targets*	Time Spent ** (%)	Achieved *** (%)	Reasons for Shortfalls / Constraints, if any
1.	Research Activities			
2.	Transfer of technology			
3.	Teaching			
4.	Training			
5.	Management & Maintenance of Genetic Resources & Research database:			
6.	Institutional Support: <ul style="list-style-type: none"> <li>● Administration/ Management/ Coordination activities</li> <li>● Resource Generation</li> </ul>			
7.	Organizing conferences/ workshops/ seminars/ meetings			
8.	Other activities; <ul style="list-style-type: none"> <li>● Reports generation</li> <li>● Publicity making</li> <li>● <i>Special assignments within or outside the institute/ ICAR, etc.</i></li> <li>● <i>Information compilation</i></li> <li>● <i>ATRs</i></li> <li>● <i>Any other (please specify)</i></li> </ul>			

\* Give short title or phrase. As proposed by the scientist and approved by the Reporting Officer (attach as in Annexure II). Indicate project title and whether PI/Co-PI.

\*\* Total should add up to 100%

\*\*\* Extent and also indicate whether achieved within the time-frame set for the purpose

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**2.1.1 Details of Outputs:** (For the activities shown above). Please choose whichever is applicable and attach a summary report (about 400 words) on the most significant accomplishments during the year reported upon (as Annexure)

<b>S.No.</b>	<b>Activity</b>	<b>Contribution</b>
1.	<p>Research:</p> <p>a) Research Activities:</p> <ul style="list-style-type: none"> <li>(i) Varieties/breeds/tree species released</li> <li>(ii) Management practices developed</li> <li>(iii) Process/concept/methodology developed</li> <li>(iv) Implements/tools developed</li> <li>(v) Any other (please specify)</li> </ul> <p>b) Publications/ presentations/ documentation</p> <ul style="list-style-type: none"> <li>(i) Papers in research journals (National/International)</li> <li>(ii) Technical/popular articles</li> <li>(iii) Books (Authored/edited)</li> <li>(iv) Book chapters/technical bulletins/manuals</li> <li>(v) Working/concept papers</li> <li>(vi) Scientific/teaching reviews</li> <li>(vii) Presentation in workshops/seminars/symposia/conferences</li> <li>(viii) Compilation/documentation</li> <li>(ix) Any other (please specify)</li> </ul> <p>c) Product development</p> <ul style="list-style-type: none"> <li>(i) Crop-based</li> <li>(ii) Animal-based, including vaccines</li> <li>(iii) Biological- biofertilizer, biopesticide, etc.</li> <li>(iv) IT based - database, software, etc.</li> <li>(v) Value-added products</li> <li>(vi) Any other (please specify)</li> </ul> <p>d) Intellectual property generation</p> <ul style="list-style-type: none"> <li>(i) Patents</li> <li>(ii) Copyrights</li> <li>(iii) Designs</li> <li>(iv) PPV-registered only</li> <li>(v) Any other (please specify)</li> </ul> <p>e) Contribution through AICRPs (as a member)</p> <ul style="list-style-type: none"> <li>(i) Technology assessment and refinement</li> <li>(ii) Release of technology to farmers</li> <li>(iii) Feasibility testing</li> <li>(iv) Prototypes developed/manufactured/supplied</li> <li>(v) Any other (please specify)</li> </ul>	
2.	<p>Transfer of technology:</p> <ul style="list-style-type: none"> <li>a) Technology assessed and refined</li> <li>b) Trainings organized</li> <li>c) Demonstration/exhibition/field day / farmers fair</li> <li>d) Inputs supplied</li> <li>e) Innovative methodology developed</li> <li>f) FLDs conducted</li> <li>g) Lectures delivered</li> <li>f) Any other (please specify)</li> </ul>	

**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

3.	Teaching/ Academic activity: a) Courses designed and taught b) Students guided c) Resource material/methodology developed d) Any other (please specify)	
4.	Training: a) Programmes developed and organized b) Resource material developed c) Any other (please specify)	
5.	Organizing Workshops/ seminars/ symposia/ conferences: a) Conceptualized and organized b) Served as convener or co-convener/ coordinator c) Invited as key speaker in scientific meetings (National/International) d) Any other (please specify)	
6.	Institutional support: a) Member Secretary – RAC/ IRC/ IMC/ PME Cell/ IPR Cell/ Technical Cell/ HRD Cell/ CPC/ QRT b) Editorship – Annual report/ institute publications c) I/c Central facilities – Lab, library, hostel, etc. d) Admin/Management/Coordination (Chairman/ Member of Institute Committees) e) Development of infrastructure, farm, lab, etc. f) Seed production and distribution g) Management of farm, animal sheds, fishing vessels h) Development of remote, tribal/underprivileged areas/ communities i) Participation in Village Adoption Programmes by the Institute j) Mobilization of resource through inter-institutional projects, including PPP mode k) Any other (please specify)	
7.	Special assignments: a) Special assignments – National b) Special assignments – International c) Compilation of documents – Vision, EFC/SFC, etc. d) Other general institutional activities (reports/ publicity/ special assignments within or outside the institute/ ICAR, etc.) e) Membership of Committees of other Institutes – IMC, IMTU, etc. f) Any other (please specify)	
8.	Any other (Please specify)	

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### 3. Peer Recognition:

S.No.	Activity	Remarks
1.	Awards/ fellowships received ( <i>National; International; Institutional/ Professional Societies; Best paper/ poster/ honours received; Any other – please specify</i> )	
2.	Professional Societies ( <i>Membership; Editorship for journals; Any other –please specify</i> )	
3.	Review of papers/reports/proposals, as referee	
4.	Any other (please specify)	

### 4. Resource Generation\*:

S.No.	Activity	Remarks
1.	Consultancy services provided	
2.	Contract research	
3.	Special national/ international projects	
4.	Commercialization of technology	
5.	Summer or Winter Schools	
6.	Training programmes offered	
7.	Supply of seeds, biological, vaccines, etc.	
8.	Analysis of soils, water, plant or animal products	
9.	Supply of prototypes of implements	
10.	Any other (please specify)	

\* In terms of rupees

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**5. Professional growth and development:** *Please give details of the programmes attended within India and on deputation abroad.*

<b>S.No.</b>	<b>Programme Attended</b>	<b>Institute and place</b>	<b>Period</b>
1.	Training / Refresher Courses/ Summer/Winter Schools		
2.	Seminars/ Workshops/ Symposia		
3.	Conferences/ Meetings		
4.	Any other (Please specify)		

**Place and Date**

**Signature of the Scientist reported upon**

Mobile: .....

E.mail: .....



## **PART – 3: Assessment by the Reporting Officer**

### **3.1 Length of service of the Scientist being reported under your supervision**

### **3.2 Comments on Part – 2:**

Please make an objective comment on Part 2 (from 1 to 3), and Part 2.1 or 2.2 or 2.3 (as the case may be), as well as on the summary report made by the Scientist. While commenting, please take due note of the shortfalls / constraints mentioned by the Scientist as well as the extent to which the resources and facilities committed at the time of setting targets were provided (maximum of 100 words).

### **3.3 Assessment of Significant Achievements**

Please score individually the group of indicators under each of the following parameters on a scale of 1-10, ten being the highest grade and 1 the lowest. Grading on each of the parameter of assessment is the mean score of all the indicators included under it (*Please follow the guidelines given in Annexure III A & B for grading*).

**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

<b>Indicators</b>	<b>Marks (1-10 scale)</b>	<b>Weightage assigned</b>	<b>Total obtained (W x M)</b>
1. Extension Management	M <sup>1</sup>	W <sup>1</sup>	
2. Research and Peer Recognition	M <sup>2</sup>	W <sup>2</sup>	
3. Resource Generation	M <sup>3</sup>	W <sup>3</sup>	
4. Professional growth and development	M <sup>4</sup>	W <sup>4</sup>	
5. Personal attributes	M <sup>5</sup>	W <sup>5</sup>	
6. Functional competency	M <sup>6</sup>	W <sup>6</sup>	
7. Participation in Institutional activities	M <sup>7</sup>	W <sup>7</sup>	

Final Grading: 
$$\frac{(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6) + (M^7 \times W^7)}{100}$$

<b>S. No.</b>	<b>Grade</b>	<b>Category</b>
1.	8.5 – 10.0	Outstanding
2.	7.0 – 8.4	Very Good
3.	5.5 – 6.9	Good
4.	4.0 – 5.4	Average
5.	< 4.0	Below Average

*(Adapted to suit ICAR System)*

**Note: Against work output/ personal attributes/ functional competence, priority work out put and overall grade:**

- (i) Any grading of 1 or 2, and 'Below Average' to be adequately justified by way of specific failures.
- (ii) Any grading of 9 or 10, and 'Outstanding' to be justified with respect to specific accomplishments.
- (iii) Rating should be done against a large population of peer group of Scientists that may be currently working under the Reporting Officer.

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**3.4 General Assessment:**

- (i) Please comment on the state of health of the Scientist.
- (ii) Please comment on the integrity of the Scientist by circling one of the following options:
- Beyond doubt
  - Nothing adverse heard against
  - Doubtful

*Note: Instructions of Government of India to be followed in case of adverse remarks*

- (iii) Please comment on the attitude of the Scientist towards Scheduled Caste / Scheduled Tribe / Weaker Sections of the Society; his / her understanding and willingness to deal with them.

- (iv) Please comment on the major strengths of the Scientist.

- (v) Suggested area of training/skill up-gradation.

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**3.5 Overall Grading:**

Outstanding/ Very Good/ Good/ Average/ Below Average  
*(Based on the overall grade obtained at 3.3)*

**Signature of the Reporting Officer .....**

**Name (in Block Letters) .....**

**Designation.....**

**Place:**

**Date:**

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**3.6 Remarks and Overall Grading by the Reviewing Officer.**

**3.6.1 Length of service of the Scientist under your supervision and guidance.**

**3.6.2 Do you agree with the comments made by the Reporting Officer in 3.2? Is there anything you wish to modify? Please give reasons.**

Section	Yes	No	Remarks
3.2			
3.3			
3.4			
3.5			

**3.6.3 Grading:** Outstanding/ Very Good/ Good/ Average/ Below Average

Justification if different from Reporting Officer

**Signature of the Reviewing Officer .....**

**Name (in Block Letters).....**

**Designation.....**

**Place :**

**Date :**

## **Guidelines**

### **Annexure I. Filling of Annual Performance Assessment Report (APAR) Form**

1. The Annual Performance Assessment Report (APAR) form for the Scientific Personnel is to be filled by the concerned Administrative Office, the Scientist reported upon, the Reporting Officer and the Reviewing Officer.
2. Part-1 of the APAR is to be filled by the Administrative Office of the Institute/ Headquarters where the Scientist has been working in the period reported upon. Since this part involves details of the service of the scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.

While filling up these items, scientists may match them with what they have indicated in their six-monthly targets and achievements that are submitted on-line.

3. Part-2 of the APAR proforma endeavours at the self-assessment of the Scientist reported upon. The targets set and the achievements made, along with time spent, against each activity should be given. Also, the constraints faced in accomplishing these targets, if any, should be highlighted.
4. The Scientist being reported upon is required to submit a summary report in about 400 words on the most significant accomplishments during the year reported upon.
5. In Part-3.1 of the APAR proforma, the Reporting Officer is required to write the grade (score) on 1-10 scale against each of the listed indicators under the three parameters in order to more objectively assess the achievements of the Scientist reported upon using weighted average method. The final cumulative weighted average can thus be arrived and reported.
6. Additionally, the Reporting Officer has to offer his/her comments on general assessment for the Scientist reported upon.
7. In Part-3.2 of the APAR proforma, the Reviewing Officer shall express his/her agreement or suggest modifications on the assessment made by the Reporting Officer and then indicate his/her final grading.

**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

**Annexure II: Setting Targets**

This is one of the basic requirements that is vital for proper assessment of the performance of scientists in ICAR. Quality of assessment can be greatly enhanced by paying due attention to this critical activity. This has to be necessarily a joint exercise by the Scientist reported upon and the Reporting Officer concerned. While the Scientist proposes targets for the coming year, in terms of distinct activities, the Reporting Officer accords concurrence. On this premise, the following form has to be completed within first 15 days of the reporting period to set realistic and acceptable targets. Also as a mid-year exercise, the targets agreed upon at the beginning of the year have to be reviewed again during September/October and minor changes are to be made wherever necessary.

Please indicate the major activities planned along with expected key outputs.

<b>S. No.</b>	<b>Major Activities Planned</b>	<b>On-going or New</b>	<b>Time Requirement (%)*</b>	<b>Expected Key Outputs**</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*(Adapted from CSIR System)*

\* Total should add up to 100%

\*\* Please quantify wherever possible

**Accepted by the Reporting Officer**

**Proposed by the Scientist**

**Signature with date.....**

**Signature with date.....**

**Name.....**

**Name.....**

**Designation.....**

**Designation.....**

### Annexure III: Grading of Scientists by Reporting and Reviewing Officers

#### A. Weight Factors for Various Categories of Scientists

Weightage for the parameters with reference to the different at egpries of scientists is placed in Table-A for reference.

Parameters	Weightage of Marks
1. Extension Management	60
2. Research and Peer Recognition	05
3. Resource Generation	05
4. Professional growth and development	05
5. Personal attributes	10
6. Functional competency	10
7. Participation in Institutional activities	05

**B. Grading:** Following guidelines may be observed to award grade (score) against each of the indicators included under the three major parameters considered for assessment.

#### B.1 Work Output - Professional

i) Accomplishment of planned work / work allotted as per objects allotted (*level of meeting expected output*).

Far below expectation		→		Meets expectation		→		Consistently exceeds expectation	
1	2	3	4	5	6	7	8	9	10

ii) Outputs (*quantum of various work outputs from research, education and extension activities like technologies, publications, academic programmes, training, transfer of technology, products developed, etc.*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

iii) Quality of output (*how well meets the objectives; accuracy and thoroughness in handling the assigned work*).

Poor quality		→		Assignments carried out well and in time		→		Exceeds all measures for expected quality	
1	2	3	4	5	6	7	8	9	10



**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

iv) Professional knowledge and skills and analytical ability (*depth and uniqueness of knowledge and skills; ability to identify cause of the problem by reducing it to significant components in a logical and systematic manner, and use realistic approaches to solve it after systematic synthesis*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

v) Accomplishment of exceptional work/ unforeseen tasks performed (*peer recognition of results of exceptional quality from tasks not included in the targets set at the beginning; special awards and rewards received*).

No recognition		—————→		Moderate recognition		—————→		Very high recognition	
1	2	3	4	5	6	7	8	9	10

**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

**B.2 Work Output – Institutional**

1) **Accomplishment of planned work/ work allotted as per the subjects allotted** (*level of meeting expected output*).

a) Implementation of E-governance Schemes including ERP, Krishi, AYPM etc. (Effective & efficient implementation of priority schemes in timely manner)

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

b) Digitization of land accounts. (Proper digitization of land record & its annual maintenances as per revenue code)

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

c) Establishment of roof-top solar panel systems. (Taking into Nos. of panels installed, total capacity of power generation of panel and production in particular year).

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

d) Timely assessment of Technical, Administrative Staff and Scientists. (No. of staff for whose probation cleared or assessment done, on time and with delay)

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

e) Redressal of employee's grievances. (Record of redressal of employees grievances, conducting meeting of IJSC, I Grievance Committee, Women Committee etc. timely taking follow up action, hearing of cases related to service matter etc.

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

f) Responsiveness to important communication from ICAR Hqrs. (Responsive towards communication received from ICAR Hqrs. Submission of timely reports to concerned authorities / officers of ICAR Hqrs.

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

g) Implementation of flagship programmes of Ministries / Departments. (Implementation of flagship schemes of GOI/ICAR related agriculture, farmers, research and education.

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

*(Adapted from CSIR System)*

## Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's

### **B.3. Personal Attributes**

i) Attitude to work (*interest shown towards job; industrious and hard working, passion for excellence; readiness to accept change*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

ii) Innovativeness and initiative (*ingenuity and creativity to evolve new ideas and concepts, and handle unusual situations; ability to recognize what needs to be done and organize things on the own to get started*).

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

iii) Sense of responsibility (*commitment to institutional goals; exhibiting accountability for the assignments taken up*).

Very low commitment and accountability		—————→		Moderate commitment and accountability		—————→		Very high commitment and accountability	
1	2	3	4	5	6	7	8	9	10

iv) Maintenance of discipline (*acceptance and delivery of assignments with a high sense of responsibility; punctuality; following institutional norms and procedures*).

Highly indisciplined		—————→		Disciplined		—————→		Very highly disciplined	
1	2	3	4	5	6	7	8	9	10

v) Communication skills (*ability to listen; effectively organize, present and sell ideas and information orally and by writing to others*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

vi) Leadership qualities (*ability to develop vision, foresight and judgment; properly judge and delegate assignments to others; create and maintain suitable work climate to get the best out of people; maintain poise under pressure*).

Very poor		—————→		Moderate		—————→		Exceptional	
1	2	3	4	5	6	7	8	9	10

## Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's

vii) Inter-personal relations (*tact, courtesy and sincerity in personal contacts; friendliness and helpfulness to secure cooperation from others without positional authority*).

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

### **B.4. Functional Competence**

i) Knowledge of rules/ regulations/ procedures in the area of function and ability to apply them correctly (*aptitude and potential for general administration*).

Very poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

ii) Managerial skills (*ability to plan, schedule and organize work by making effective use of available resources; set realistic goals and workable course of action; effectively monitor the progress and evaluate the results*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

iii) Strategic planning ability (*evolving appropriate strategies, plans and schedules and making adjustments as per the emerging needs while still maintaining the overall effectiveness*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

iv) Decision making ability (*developing alternative courses of action based on collection and analysis of factual information, and willingly taking decisions in a timely and effective manner*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

v) Coordination ability (*coordinating various purpose-oriented activities undertaken by ensuring active participation and cooperation of people associated with them*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

vi) Ability to motivate and develop the scientists and other staff working with them (*encouraging the scientists and other staff by according due recognition to their efforts and suitably rewarding them; developing and executing necessary HRD plans for their professional and personal growth and development*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

vii) Resource generation (*ability to mobilize additional funds through outside projects, consultancy services and commercialization of technologies*).

None		→		Something		→		Appreciable	
1	2	3	4	5	6	7	8	9	10

viii) Budget utilization (*extent of utilization of budgetary allocation to various activities approved by the competent authority*).

Less utilized		→		Partly utilized		→		Fully utilized	
1	2	3	4	5	6	7	8	9	10

*(Adapted from CSIR System)*

**Annual Performance Assessment Report (APAR) Senior Scientists / Incharges of KVK's**

**Annexure IV: Time Schedule for Preparation/ Completion of APAR  
(Reporting Year – Financial Year)**

<b>S. No.</b>	<b>Activity</b>	<b>Date by which to be Completed</b>
1.	Distribution of APAR form to the Scientist to be reported upon after completion of Part-1 by the Administrative Office.	31 <sup>st</sup> March (This may be completed even a week earlier)
2.	Submission of self-assessment by the Scientist reported upon in Part-2 to the Reporting Officer.	15 <sup>th</sup> April
3.	Submission of report by the Reporting Officer after general assessment and numerical grading in Part-3.1 to the Reviewing Officer.	30 <sup>th</sup> June
4.	Completion of report by the Reviewing Officer with critical remarks and numerical grading in Part 3.2 and sending it to APAR Section/ Cell.	31 <sup>st</sup> July
5.	Disclosure of the evaluation including the numerical grade awarded by the Reporting and Reviewing Officers to the Scientist reported upon.	1 <sup>st</sup> September
6.	Receipt of representation, if any, on the completed APAR from the Scientist reported upon by the APAR Section/ Cell.	15 <sup>th</sup> September
7.	Forwarding of representation received from the Scientist reported upon by the APAR Section/ Cell to the Competent Authority.	21 <sup>st</sup> September
8.	Disposal of representation by the Competent Authority, with concurrence or rejection.	Within one month from the date of receipt of representation
9.	Communication of the decision of the Competent Authority on the representation received to the APAR Section/ Cell.	15 <sup>th</sup> November
10.	End of entire process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November



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

F.No. 1(1)/2009-Per.IV

Dated: the 5<sup>th</sup> November, 2012

To

The Directors /Project Directors/Zonal Coordinators/Project Directorates/  
Project Coordinators/National Bureaus of ICAR Institutes

Sub: **Counting of past services for direct recruitment and promotions  
under revised Career Advancement Scheme for Scientists – reg.**

Sir,

Reference is invited to Council's letter of even number dated 6<sup>th</sup> March, 2009 regarding revision of pay of Scientists following revision of pay scales of Central Government Employees on the recommendations of 6<sup>th</sup> CPC. Subsequently, the MHRD notified the UGC Regulations – 2010 on minimum qualifications. Para 10 of the UGC Regulations – 2010 provide for counting of past service for direct recruitment and promotion under the Career Advancement Scheme (CAS).

The matter regarding extending the provisions at para 10 of UGC Regulations – 2010 for similarly placed Scientists of ICAR on the analogy of similar provisions as in the earlier CAS notified vide Council's letter No. 21(10)/99-Per.IV dated 19<sup>th</sup> July, 2000 was under consideration in the Council and it has now been decided to extend the provisions under para 10 of the UGC Regulations – 2010 to Scientists/ Senior Scientists/Principal Scientists of ICAR as given below:-

**Counting of past service**

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

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

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

The cases of eligible Scientists, Senior Scientists and Principal Scientists of your institute regarding extension of the past service benefits for direct recruitment and assessment promotions under the revised CAS may kindly be regulated as per above mentioned provisions in the rules.

This issues with the approval of the Competent Authority of the Council.

Yours faithfully,

  
**(Roja Sethumadhavan )**  
**Deputy Secretary (P)**

**Copy to:**

1. PPS to DG, ICAR
2. Sr. PPS to Secretary, ICAR
3. PPS to FA, DARE
4. Director(F)/Director(P), ICAR
5. DS(P), ICAR
6. Per. I/Per. II/Per.III/Assessment Unit, ICAR
7. Information System Officer, ICAR, KAB-II, Pusa, New Delhi
8. CDN Section for giving index number
9. Guard File

  
**(Roja Sethumadhavan)**  
**Deputy Secretary (P)**



# ICAR HANDBOOK OF TECHNICAL SERVICES



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## Preface to the Fourth Edition

The Indian Council of Agricultural Research, as the apex organization in the field of agricultural research at the national level, has its principal mandate to promote agricultural research, education, extension and other allied disciplines of agriculture. To achieve its mandate, taking into consideration the national priorities, the scientific, technical, administrative and supporting categories of staff have always been working hand in hand.

With the objective to attract the best talents under the various functional groups, identified for recruitment of technical personnel, the ICAR had launched its Technical Services in 1975 for technical personnel, similar to Agricultural Research Service for assisting scientists. The Technical Service Rules for the management of the Technical Services were framed and were brought out as the first edition of the *Handbook of Technical Services of the ICAR* in March 1978. Its second and third editions were revised and printed in November 1985 and March 1995, respectively.

With the passage of time, certain anomalies were experienced in the operation of the technical services; which came up as the result of the overlapping pay scales and their merger by the Central Pay Commission from time to time. Also, a need was felt to revise model qualifications for all categories of technical personnel as the talented and qualified technical persons are available for direct recruitment. Thus, the revision exercise by the ICAR in technical service rules will provide better prospects not only for existing technical personnel but will also enable ICAR to attract qualified and experienced personnel through direct recruitment.

I am sure that the present edition of the Compendium would be helpful to the technical staff of the ICAR as well as to the ICAR management, to manage technical services.

I feel happy to place on record my appreciation to the efforts made by Shri A S Sethi, Under-Secretary (Tech.) in compiling and updating the Compendium in a record time for reference and use in the Council.



(R S PARODA)

*Director-General*

Indian Council of Agricultural Research

New Delhi  
March 2000

## **Preface to the Third Edition**

The contribution of research towards overall development of national agricultural sector has widely been acknowledged. In this endeavour, every ICAR employee (scientific, technical, administrative and supporting) has made valuable contributions. In order to derive their best, it is essential for the management of any organization to create a healthy work-environment especially by formulating suitable personnel policies. Fortunately, the ICAR pursues these policies through well-planned technical service rules.

The technical personnel of the system have rendered a very important service in translating the ideas of scientists into realities. The technical personnel provide crucial support to the scientists and in the process serve as an important link between the researchers and the end-users. In the past, the technical personnel have fully justified their role in achieving desired goals.

The third edition of the ICAR Technical Services incorporates various additions and amendments which have been made in the recent past, with the sole idea of improving the cadres' efficiency. I am sure, this updated compendium will prove useful as ready reference to the technical personnel and also to those who are associated with the management of our technical services.

Services rendered by Shri Rajiv Mangotra, Shri Sodhi Singh and Shri K K Bajpai in updating this document in record time are praiseworthy.



(R S PARODA)

*Director-General*

New Delhi  
8 March 1995

Indian Council of Agricultural Research

## **Preface to the Second Edition**

I am very happy to associate myself with the publication of second edition of the *Handbook of Technical Services*. With the introduction of new Personnel Policies, the Council launched Technical Service in support of its research and educational activities. The technical personnel have served the cause of agricultural sciences side by side with the scientists. Looking back at a decade of the performance of this Service, it has fully vindicated its formation.

Over a period of time some changes have had to be introduced. The second edition incorporates these changes. I earnestly hope that this will be useful to all concerned.

New Delhi  
2 October 1985

N S RANDHAWA  
*Director-General*  
Indian Council of Agricultural Research

## **Preface to the First Edition**

The principal mandate of the Indian Council of Agricultural Research is the promotion of research and education in all fields of relevance to agricultural progress in our country. Science is a creative activity and therefore the personnel policies of a research organization should be such as to attract, retain and stimulate good scientists to apply their minds to the complex problems in improving terrestrial and aquatic productivity. For this purpose, the ICAR introduced an Agricultural Research Service (ARS) for its scientists from 1 October 1975. A handbook describing the rules of ARS was published by the ICAR last year.

Scientists are supported in their work by a large number of technical staff members as well as by administrative and other supporting staff. Members of the Technical Services provide the kind of support that can enhance the per caput output of research scientists. They also undertake activities like dissemination of research results through publications and help to organize field and laboratory facilities in an efficient manner. Hence, they play an important role in assisting the organization to discharge its mandate effectively.

In order to enable members of the Technical Services to give their best to the organization, the ICAR introduced from 1 October 1975 new personnel policies for its Technical Services. The present handbook contains information on the rules and procedures relating to the recruitment, assessment and promotion of the staff belonging to the Technical Services. It is hoped that the attractive service conditions introduced for Technical Services will stimulate everyone belonging to these Services to discharge the work assigned to each in a dedicated manner.

The human body is the best teacher of successful organization. Every part of the body performs a specific function and yet at the same time the whole body functions in a coordinated manner. When any particular part of the body does not function well, then the body becomes sick to varying degrees. It is hence that the ICAR considers it important that every section of its staff has conditions of service which can help them to concentrate on their work and practise the percept that "all rights accrue from a duty well done".

New Delhi  
6 March 1978

M S SWAMINATHAN  
*Director-General*  
Indian Council of Agricultural Research

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## TECHNICAL SERVICES OF THE ICAR

(Technical Service Rules, 1975, as modified on 3 February 2000)

### Scope and Nature of the Services

1. All posts, the incumbents of which are engaged in performing technical services in support of research and education, whether in laboratory, workshop or in field, in areas like library, documentation, publications and agricultural communication, constitute the Technical Services. There will be no common cadre. The posts will be borne on the strength of the respective Institutes or the Headquarters of the Council, as the case may be.

### Date of Coming into Force of the Service Rules

2. The Technical Service Rules came into force w.e.f. 1.10.1975. The anomalies arisen in the implementation of these Rules were identified and their solutions, as modifications to the existing Technical Service Rules, were notified on 3 February 2000 with prospective effect.

### Categories and Grades of the Services

3.1 The Technical Services are grouped into three Categories, consisting of the following grades with scales of pay as adopted by the ICAR on the basis of the recommendations made by IV and V Central Pay Commissions.

Category	Grade	Pay scale	
		Pre-revised Scales	Revised Scales
Category I	T-1	Rs 975-25-1,150-EB-30-1,540	(T-1) Rs 3,200-85-4,900
	T-2	Rs 1,200-30-1,560-EB-40-2,040	(T-2) Rs 4,000-100-6,000
	T-I-3	Rs 1,400-40-1,800-EB-50-2,300	(T-I-3) Rs 4,500-125-7,000
Category II	T-II-3	Rs 1,400-40-1,800-EB-50-2,300	(T-II-3) Rs 4,500-125-7,000
	T-4	Rs 1,640-60-2,600-EB-75-2,900	(T-4) Rs 5,500-175-9,000
	T-5	Rs 2,000-60-2,300-EB-75-3,200-100-3,500	(T-5) Rs 6,500-200-10,500
Category III	T-6	Rs 2,200-75-2,800-EB-100-4,000	(T-6) Rs 8,000-275-13,500
	T-7	Rs 3,000-100-3,500-125-4,500	(T-7) Rs 10,000-325-15,200
	T-8	Rs 3,000-100-3,500-125-5,000	(T-8) Rs 10,000-325-15,200
	T-9	Rs 3,700-125-4,700-150-5,000	(T-9) Rs 12,000-375-16,500

3.2 Appendix I indicates the pre-revised pay scales in Categories I to III, as recommended by the IV Central Pay Commission w.e.f. 1.1.1986, and the revised pay scales, as recommended by the V Central Pay Commission and effective from 1.1.1996. Grades of T-I-3 and T-II-3, being the overlapping grades, have been merged into one grade i.e. T-3. Similarly, T-7 and T-8, overlapping grades, have been merged into T(7-8) and their movement into T-9 grade has been specified.

3.3 The modifications, as set out under para 2 of the Notification dated 3 February 2000, would take place with immediate effect from the date of issue of this Notification. However, any existing technical employees who may like to be governed only as per the existing technical service rules may do so by specifically exercising an individual option in writing to the Director of the Institute within 30 days from the date of issue of this Notification. Option once exercised shall be irrevocable and final.

### Functional Classification

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

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

4.2 The details of the functional classification of the existing posts in the Council are given at Appendix II. This includes also the posts which have been reclassified into Technical Service from Auxiliary category of posts by Dr Kirti Singh Committee, constituted by the ICAR.

(ICAR letter No.17-12/95-Estt IV dated 20 August 1996)

4.3 All technical posts under the Council with different designations will be known by their grade numbers. However, for the purpose of identification of duties performed by different functionaries, the grades of the persons will be appropriately distinguished to reflect the duties attached to the posts. For example, a post of Laboratory Technician in Grade T-2 may be denoted as '*T-2 (Lab. Technician)*'

### Initial Adjustment of the then Existing Employees

5.1 The existing permanent and temporary employees appointed through regularly constituted DPC/Selection Committees were fitted into the grades specified in para 3.1 on point-to-point basis without any further screening, irrespective of their qualifications. However, persons holding positions in the merged grade of Rs 425-700 and possessing qualifications prescribed for Category-II were fitted in grade T-II-3 (Rs 425-700).

(ICAR letter No.7-16/78-Per.III dated 18 April 1979)

5.2 The existing employees in grade T-5, on the advice of the Agricultural Scientists' Recruitment Board, were considered for appointment to grade T-6,

Category III, in the initial constitution of the service, if they possessed the minimum qualifications prescribed for this category. For this purpose, the approved persons were adjusted against the then existing vacancies in the respective fields. Where, however, no such vacancies existed, the existing posts in Grade T-5 held by the approved incumbents were upgraded to Grade T-6 till the time regular vacancies in the latter grade become available. On the absorption of the persons against the regular vacancies in Grade T-6, the upgraded posts were downgraded to Grade T-5 and reverted to the cadre strength of Category II.

5.3 Government servants, who were on notional foreign service and were holding technical posts under the Council, were not eligible for appointment to the technical services until such time as they opted and were absorbed in the Council's service on a regular basis.

Note: These rules are applicable to Council's employees only and such of the Government servants who held the posts on notional foreign service with the Council, and were allowed to exercise their options for Council's service by 31 March 1978, which was further extended to 30 September 1980. The optees were allowed the benefit of technical service rules from the dates their options became effective.

(ICAR letter No.7-30/77-Per.III dated 2 January 1978, and No.7-30/77-Per.III dated 2 April 1981).

Note: Such of those technical personnel on notional foreign service and had exercised option for the Council's service from 31 December 1975 but before the prescribed date, i.e. 31 March 1978, were treated at a par with those who exercised options before 31 December 1975.

(ICAR letter No.7(10).78-Per.III dated 27 January 1979).

### **Career Advancement**

6. Career advancement of technical personnel in their respective categories will be done in the following manner.

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

6.2 On account of the two overlapping grades of T-I-3 and T-II-3, the assessment promotion had become redundant and, therefore, grade structures in Categories I and II have been modified as follows.

#### **Existing Category I**

(T-1) Rs 3,200-85-4,900

(T-2) Rs 4,000-100-6000

(T-I-3) Rs 4,500-125-7000

#### **Revised**

#### **Category I**

(T-1) Rs 3,200-85-4,900

(T-2) Rs 4,000-100-6,000

<b>Existing</b>	<b>Revised</b>
<i>Category II</i>	<i>Category II</i>
(T-II-3) Rs 4,500-125-7,000	(T-3) Rs 4,500-125-7,000
(T-4) Rs 5,500-175-9,000	(T-4) Rs 5,500-175-9,000
(T-5) Rs 6,500-200-10,500	(T-5) Rs 6,500-200-10,500

6.3 As per the revised grade structure, the entrants of Category I at T-1 grade would continue to be regulated for assessment from T-1 to T-2 after five years of service, as at present. However, the T-2 grade personnel, possessing the qualifications, as prescribed herein further under the Notification of 3 February 2000 for Category II for direct recruitment, would be eligible for assessment promotion to T-3 grade after five years of service, while those not possessing such qualifications shall become eligible for assessment promotion to T-3 grade only after 10 years of service in T-2 grade. The assessment promotions from T-3 to T-4 and T-4 to T-5 shall continue to be regulated at five years interval, as at present.

6.4 The provisions relating to Category barrier for assessment promotions from T-5 grade of Category II to T-6 grade of Category III have been revised as in the following paras:

- (a) The technical personnel in T-5 grade (Rs 6,500-10,500) and possessing essential qualifications, prescribed as herein further under the Notification of 3 February 2000 for Category III for direct recruitment, shall be eligible for assessment promotion to T-6 (Rs 8,000-13,500) grade after completing five years of service in T-5 grade
- (b) The T-5 technical personnel who do not possess the essential qualifications as for direct recruitment prescribed herein further under the Notification of 3 February 2000 for Category III shall be eligible for assessment promotion to T-6 grade after completing 10 years of service in T-5 grade provided such technical personnel possess qualifications prescribed under the Notification dated 3 February 2000 for direct recruitment to Category II (T-3). However, such technical personnel in T-5 grade who do not possess the qualifications prescribed under the Notification dated 3 February 2000 for direct recruitment to Category II (T-3) shall not be eligible for further assessment promotion to Category III of the Technical Services.

6.5 Since a revised single pay scale of Rs 10,000-15,200, by way of replacement of their erstwhile pre-revised pay scales as per the V Central Pay Commission, has been attached to the existing technical grades of T-7 and T-8, these two grades have been redesignated as uniform and single grade as T(7-8) in the given pay scale of Rs 10,000-15,200, and the movement of technical personnel existing in these grades has been approved to be regulated under the assessment system to the next higher grade of T-9 of Technical Service (Pay scale of Rs 12,000-16,500)

in the following manner.

- (a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.
- (b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in grade T-8.

(ICAR Notification No.18-1/97-Estt IV dated 3 February 2000)

6.6 Direct recruitments in grades T-1, T-3 and T-6 will be made as per the Technical Service Rules 1975, as amended from time to time.

6.7 The first screening of eligible persons for promotion or advance increment(s) in all the categories was made within one year of the introduction of the technical service rules i.e. 1.10.1975, and thereafter, once a year as early as practicable, after 1 January, in respect of all those who have become eligible for consideration for promotion on or before the last date of the previous year ending 31 December.

6.8 Merit promotion or grant of advance increment(s) to the successful personnel will be given with effect from the date following the date of completion of the five years of service in the grade.

This amendment was made effective from 1.1.1995.

(ICAR letter No.14(4)/94-Estt IV dated 1 February 1995).

6.9 For determining the eligibility of a person for the grant of merit promotion or advance increments, the entire period of the service in the grade including the service rendered in the pre-revised scale of pay will be counted.

- (i) The service rendered by an individual in another Institute from where he comes on transfer on compassionate ground will be taken into account for computing the eligibility period of 5 years.

(ICAR letter No.7-5/83-Per.III dated 27 August 1984).

- (ii) For the purpose of computing the prescribed period for assessment, the period of *ad-hoc* service in the same grade and also the period of leave, including study leave/EOL, and period spent on deputation, will also be counted.
- (iii) However, it may be added that the following periods are not to be counted for computing the prescribed period of eligibility for assessment/promotion to the next higher grade.

- (a) Period of suspension treated as dies-non for all purposes inclusive of assessment under Technical Service Rules;
- (b) Period of reduction to lower grade as measure of penalty.

(ICAR letter No.7-34/80-Per.III dated 19 May 1982).

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

6.11 For persons in Category III, the assessment will be done by an Assessment Committee to be constituted in consultation with the Chairman, Agricultural Scientists' Recruitment Board.

6.12 A person who is not found fit for merit promotion or for grant of advance increment(s) may be considered again at a subsequent stage or stages.

Note: Such persons will be considered every year till such time as they are adjudged suitable for promotion to the next higher grade. The technical personnel once promoted will, however, be eligible for promotion to the next higher grade/grant of advance increment(s) only after they have put in prescribed period of service in that grade and not earlier.

(ICAR letter No.7-4/79-Per.III dated 10 September 1979).

6.13 The procedure for assessment of persons for grant of merit promotion or advance increments has been detailed in Appendix III.

Note: Proforma for special information to be furnished by technical personnel for their subsequent assessment for grant of merit promotion is given in Appendix VII.

### **Promotion**

7.1 In accordance with the provisions of the Notification dated 3 February 2000, with the introduction of modifications in the technical service rules, the 33.3% promotion quota will be operative only in Category I at the level of T-1. It is clarified that promotions to Grade T-1 under the Technical Service Rules are to be made on the basis of the selection(s).

Note: Alternative qualifications required for promotion (by selection) against the 33.3% vacancies are contained in Council's letter No.7(10)/78-Per.III dated 27 January 1979 and 7(11)/83-Per.III dated 22 August 1984.

7.2 As under the existing procedure in force, the vacancy in the event of retirement/death/resignation of the technical personnel, carrying whatever personal

grade, through assessment promotion in the technical service, shall occur only in the initial grade of his appointment under the service. This will continue to be regulated accordingly.

7.3 Promotions will be made on the recommendation of the Selection Committee (s) constituted as per the Revised Composition of Selection Committees/ Departmental Promotion Committees for various grades under different categories under the Council. The revised composition of Selection Committees/Departmental Promotion Committees for promotion, completion of probationary period, confirmation and crossing of efficiency bar are in Appendix V.

(ICAR letter No.1-2/81-Per.IV dated 10 September 1987)

7.4 The Model Qualifications prescribed for different groups of the three categories are given in Appendix IV.

Note: Alternative qualifications circulated *vide* the Council's letter No.7(10)/78-Per.III dated 27.1.1979 are applicable to the Council's employees for the purpose of promotion only against the 33.3% vacancies, reserved for departmental promotions. These qualifications will not, therefore, be applicable to the Council's employees when they apply for technical posts against 66.6% quota reserved for direct recruitment.

### **Direct Recruitment**

8.1 Normally, there will be direct recruitment only in the lowest grade in each of the three categories. However, direct recruitment to the other grades in the three categories may also be done to correct imbalances in the staff composition in those grades.

8.2 Direct recruitment to Grade T-1 in Category I will be limited to 66.6% of the vacancies.

(ICAR letter No.7(2)/88-Estt IV dated 6 May 1991).

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

(ICAR letter No.14(3)/94-Estt IV dated 10 January 1995).

8.3 The minimum educational/trade qualifications prescribed for different groups of the three categories will be as per Appendix IV. Any modifications to this Appendix, if considered necessary, will be made in consultation with the Agricultural Scientists' Recruitment Board.

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

8.4 The maximum age limit for direct recruitment for different categories in Technical Services is as follows:

Category I and II		30 years
Category III	Grade T-6 (Rs 8,000-13,500)	35 years
	Grade T(7-8) (Rs 10,000-15,200)	45 years
	Grade T-9 (Rs 12,000-16,500)	50 years

(ICAR letter No.7(14)/79-Per.III dated 5 January 1980)

- Note: (i) There will be no age limit for the employees of the Council for direct recruitment to posts in all the three categories.
- (ii) Age relaxation shall be allowed to Scheduled Caste and Scheduled Tribe candidates as per the rules framed and instructions issued from time to time by the Central Government.
- (iii) The crucial date for determining the age limit in each case will be the closing date for receipt of applications from candidates in India (other than Andaman and Nicobar Islands and Lakshadweep).

(ICAR letter No.12(15)/77-Cdn II dated 2 August 1980).

Note : The upper age limit for in service candidates in the ARS Examination has been increased to 45 years w.e.f. 1 January 1995. However, there will be no relaxation or dilution in the examination standards. It was further clarified that the word 'inservice candidates' refers to inservice employees of the ICAR and not employees belonging to State Agricultural Universities/Government/State Government/Public Undertakings.

(ICAR No.14(6)/94-Estt IV dated 1 February 1995).

8.5 The composition of the Selection Committee for direct recruitment to posts covered under the Technical Service Rules will be as detailed in Appendix V.

(Revised vide ICAR letter No.1(2)/81-Per.IV dated 10 September 1987).

8.6 The appointing authority may appoint eligible persons on deputation basis on usual terms and conditions of deputation in the event of non-availability of suitable candidates otherwise for the appointment on technical posts. Such persons will not be eligible for absorption on permanent basis under the ICAR system.

(ICAR Notification No.8-5/90-Estt IV dated 19 November 1992).

#### Appointing Authority

9. The Appointing Authorities for different grades will be as under:

(i) Director-General, ICAR	Grades T-7 to T-9
(ii) Directors of Institutes	Grades T-1 to T-6 of posts borne on the strength of the institutes
(iii) Secretary, ICAR	Grades T-4 to T-6 of posts borne on the strength of ICAR hqrs
(iv) Deputy Secretary, ICAR	Grades T-1 to T-3 of posts borne on the strength of ICAR hqrs



**Pay Fixation**

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

**Probation**

11. (1) The persons appointed to the respective grades by direct recruitment or by promotion shall be on probation for 2 years, provided the Appointing Authority may, for counting the said period of 2 years, at its discretion, count any period of service in posts of equivalent or of higher responsibility.
- (2) The Appointing Authority may extend the period of probation specified in sub-para (1).

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

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

**Seniority**

12. There will be no *inter-se* seniority amongst the personnel of the service for the purpose of promotion.

Note: A notional seniority list, based on the length of service in a grade on a regular basis, may be maintained, for each grade of the technical service.

(ICAR letter No.7(22)/81-Per.III dated 3 September 1981).

**Annual Assessment**

13. The annual assessment of performance of the persons appointed to the three categories of the technical service will be recorded in the forms as given in Appendix VI.

**Study Leave**

14. The ARS – Study Leave Regulation, 1991, will be applicable to technical personnel with the *pro-viso* that study leave for a duration of 3 years will be admissible only for undertaking Ph.D. programme. It will be effective from 1 January 1995.

(ICAR letter No.14(6)/94-Estt.IV dated 1 February 1995).

**Reclassification of Left-over Posts**

15. While notifying reclassification of posts, as recommended by the Committee, under the Chairmanship of Dr Kirti Singh, the then Member, Agricultural Scientists' Recruitment Board (ASRB), *vide* ICAR Notification No.17-12/95-Estt IV dated the 20 August 1996, it came to the notice of the ICAR hqrs that there were some left-over posts which needed reclassification. The institutes were

requested to furnish information thereupon, and the Committee under the Chairmanship of Dr Kirti Singh was reconstituted. The Committee considered various proposals received from institutes and has submitted its report, and the recommendations are being processed for implementation.

## APPENDICES

### APPENDIX I

#### Pay Scales of Technical Services as Approved by the IV Central Pay Commission and V Central Pay Commission

Category/Grade	Pay scale as recommended by the 4th Pay Commission (Rs)	Pay scale as recommended by the 5th Pay Commission (Rs)
<b>Category I</b>		
T-1	975-25-1,150-EB-30-1,540	3,200-85-4,900
T-2	1,200-30-1,560-EB-40-2040	4,000-100-6,000
T-1-3*	1,400-40-1,800-EB-50-2,300	4,500-125-7,000
<b>Category II</b>		
T-II-3*	1,400-40-1,800-EB-50-2,300	4,500-125-7,000
T-4	1,640-60-2,600-EB-75-2,900	5,500-175-9,000
T-5	2,000-60-2,300-EB-75-3,200- 100-3,500	6,500-200-10,500
<b>Category III</b>		
T-6	2,200-75-2,800-EB-100-4,000	8,000-275-13,500
T-7#	3,000-100-3,500-125-4,500	10,000-325-15,200
T-8#	3,000-100-3,500-125-5,000	10,000-325-15,200
T-9	3,700-125-4,700-150-5,000	12,000-375-16,500

\*Grades T-1-3 (Category I) and T-II-3 (Category II), being overlapping scales, have been re-named as a single grade T-3 in the pay scale of Rs 4,500-125-7,000.

#Grade T-7 and T-8, both in Category III, being the similar scales, have been regrouped into a single grade of T(7-8) in the pay scale of Rs 10,000-325-15,200.

## APPENDIX II

## Classification of Technical Posts into Various Groups

## GROUP I – FIELD / FARM TECHNICIANS

- |  |   |
|--|---|
| 1. Farm Superintendent                   | 57. Senior Veterinary Assistant                 |
| 2. Superintendent (Dairy)                | 38. Veterinary Assistant                        |
| 3. Dairy Farm Superintendent             | 39. Veterinary Compounder                       |
| 4. Farm Manager                          | 40. Fishing Mate                                |
| 5. Dairy Manager                         | 41. Senior Technical Assistant                  |
| 6. Dairy Cattle Manager                  | 42. Technical Assistant                         |
| 7. Assistant Farm Superintendent         | 43. Junior Technical Assistant                  |
| 8. Assistant Superintendent<br>(Dairy)   | 44. Rice Production Training<br>Assistant       |
| 9. Junior Farm Manager                   | 45. Agricultural Assistant                      |
| 10. Junior Garden Superintendent         | 46. Botanical Assistant                         |
| 11. Junior Manager                       | 47. Extension Assistant                         |
| 12. Junior Superintendent                | 48. Entomological Assistant                     |
| 13. Assistant Farm Management<br>Officer | 49. Horticultural Assistant                     |
| 14. Assistant Manager                    | 50. Livestock Assistant                         |
| 15. Field Officer                        | 51. Meteorological Assistant                    |
| 16. Field Supervisor                     | 52. Physiological Assistant                     |
| 17. Assistant Field Assistant            | 53. Plant-Protection Assistant                  |
| 18. Field Assistant                      | 54. Seed Exchange Assistant                     |
| 19. Junior Field Assistant               | 55. Assistant (Seed Production)                 |
| 20. Junior Field Asstt-cum-Curer         | 56. Senior Soil Assistant                       |
| 21. Curer                                | 57. Stock Assistant                             |
| 22. Fieldman                             | 58. Senior Block Assistant                      |
| 23. Senior Farm Assistant                | 59. Field Plantation and Store<br>Assistant     |
| 24. Senior Assistant (Farm)              | 60. Junior Survey Assistant                     |
| 25. Farm Assistant                       | 61. Meteorological Observer                     |
| 26. Junior Assistant (Farm)              | 62. Observer                                    |
| 27. Herbarium Keeper                     | 63. Junior Observer                             |
| 28. Herbarium Assistant                  | 64. Abstractor                                  |
| 29. Nursery Assistant                    | 65. Potato Inspector                            |
| 30. Senior Cattle Supervisor             | 66. Taxidermist                                 |
| 31. Animal House Keeper                  | 67. Agricultural Assistant-cum-<br>Investigator |
| 32. Horticultural Supervisor             | 68. Artificial Insemination<br>Technician       |
| 33. Forester                             | 69. Field Investigator                          |
| 34. Senior Stockman                      | 70. Inspector                                   |
| 35. Stockman                             |   |
| 36. Veterinary Officer                   |   |

- |                                 |  |
|---------------------------------|--|
| 71. Junior Soil Surveyor        | 90. Garden Superintendent                  |
| 72. Land Surveyor               | 91. Field Inspector                        |
| 73. Media Surveyor              | 92. Senior Veterinary Assistant Surgeon    |
| 74. Area Supervisor             | 93. Research Technical Assistant           |
| 75. Bee-keeper                  | 94. Bosun                                  |
| 76. Insect Collector and Setter | 95. Cock-Swain                             |
| 77. Insect Collector            | 96. Serang                                 |
| 78. Insect Collector Tender     | 97. Mate                                   |
| 79. Net-Making Supervisor       | 98. Chick-Sexer                            |
| 80. Surveyor                    | 99. Head of Farm Operations and Management |
| 81. Agricultural Inspector      | 100. Tindal                                |
| 82. Deputy Ranger               | 101. Tailor                                |
| 83. Butcher                     | 102. Village Extension Officer             |
| 84. Village Level Worker        | 103. Senior Training Assistant             |
| 85. Enumerator                  | 104. Training Assistant                    |
| 86. Stock-cum-Compounder        | 105. Skin Diver                            |
| 87. Sample Sorter               | 106. Milk Recorder                         |
| 88. Junior Farm Superintendent  | 107. Senior Officer (Survey)               |
| 89. Research Assistant          |  |

## GROUP II – LABORATORY TECHNICIANS

- |                                   |  |
|-----------------------------------|--|
| 1. Laboratory Technician          | 23. Biochemical Assistant                  |
| 2. Senior Operator                | 24. Cartographic Assistant                 |
| 3. Senior Equipment Operator      | 25. Junior Cartographic Assistant          |
| 4. Equipment Operator             | 26. Senior Chemical Assistant              |
| 5. Operator                       | 27. Chemical Assistant                     |
| 6. Projector Operator             | 28. Junior Chemical Assistant              |
| 7. –                              | 29. Microbiological Assistant              |
| 8. –                              | 30. Mycological Assistant                  |
| 9. –                              | 31. Weaving Assistant                      |
| 10. Machine Operator              | 32. Senior Tester                          |
| 11. Plant Attendant               | 33. Junior Tester                          |
| 12. Sprayer Technician            | 34. Operator (Electrical)                  |
| 13. Senior Laboratory Assistant   | 35. Setter and Spinner                     |
| 14. Laboratory Assistant          | 36. Spinner                                |
| 15. Clinical Laboratory Assistant | 37. Senior Attendant                       |
| 16. Junior Laboratory Assistant   | 38. Computer Operator                      |
| 17. Anaesthesia Assistant         | 39. Electronic Computer Operator           |
| 18. Technological Assistant       | 40. Assistant Electronic Computer Operator |
| 19. X-Ray Assistant               | 41. Senior Computer Operator               |
| 20. Appraising Assistant          | 42. Computer Operator                      |
| 21. Analytical Assistant          | 43. Junior Computer Operator               |
| 22. Agronomical Assistant         | 44. Senior Key Punch Operator              |

- |                                      |  |
|--------------------------------------|--|
| 45. Key Punch Operator               | 55. Demonstrator   |
| 46. Punching Machine Operator        | 56. Cytological Assistant  |
| 47. Punch Card Operator              | 57. FSR Operator/Junior Equip-<br>ment Operator/EP Operator/<br>LNP Operator |
| 48. Punch Supervisor                 | 58. Milk Tester  |
| 49. Computer (Assistant)             | 59. Tester   |
| 50. Tracer Computer                  | 60. Wool Crater  |
| 51. Curator                          |  |
| 52. Museum Curator                   |  |
| 53. Museum Assistant                 |  |
| 54. Mechanical Tabulating<br>Officer |  |

**GROUP III - WORKSHOP STAFF  
(INCLUDING ENGINEERING WORKING STAFF)**

- |  |   |
|--|---|
| 1. Manager (Experimental)<br>Spinning and Weaving Mill | 31. Mechanic                              |
| 2. Senior Engineer (Electronics)                       | 32. Driller-cum-Mechanic                  |
| 3. Engineer  | 33. Junior Mechanic                       |
| 4. Engineer (Instruments)                              | 34. Boiler Mechanic                       |
| 5. Maintenance Engineer                                | 35. Senior Machinist                      |
| 6. Refrigerator Engineer                               | 36. Machinist                             |
| 7. Workshop Engineer                                   | 37. Agricultural Mechanic                 |
| 8. Mechanical Engineer                                 | 38. Farm Mechanic                         |
| 9. Electrical Engineer                                 | 39. Tube-well Mechanic                    |
| 10. Farm Engineer                                      | 40. Electrician-cum-Tube-well<br>Mechanic |
| 11. Senior Instruments Physicist                       | 41. Senior Mill Mechanic                  |
| 12. Instrument Physicist                               | 42. Machine man                           |
| 13. Junior Instrumentalist                             | 43. Skilled-Mechanic                      |
| 14. Junior Engineer                                    | 44. Refrigeration Mechanic                |
| 15. Assistant Engineer                                 | 45. Assistant Mechanic                    |
| 16. Workshop Superintendent                            | 46. Driller                               |
| 17. Senior Engineering Supervisor                      | 47. Senior Technician                     |
| 18. Engineering Supervisor                             | 48. Technician                            |
| 19. Mechanical Supervisor                              | 49. Instrument                            |
| 20. Electrical Supervisor                              | 50. Foundry Assistant                     |
| 21. Maintenance Supervisor                             | 51. Senior Fitter                         |
| 22. Supervisor   | 52. Fitter                                |
| 23. Overseer   | 53. Boiler Attendant                      |
| 24. Assistant Overseer                                 | 54. Technical Mistry                      |
| 25. Superintendent (Electrical and<br>Mechanical)      | 55. Boilerman                             |
| 26. Superintendent (Instruments)                       | 56. Moulder                               |
| 27. Engineering Assistant                              | 57. Pattern Maker                         |
| 28. Chief Mechanic                                     | 58. Plumber                               |
| 29. Senior Mechanic                                    | 59. Refrigerator Assistant                |
| 30. Head Mechanic                                      | 60. Workshop Fitter                       |
|  | 61. Welder                                |

- |   |  |
|---|--|
| 62. Air Cooler/Air Conditioner Mechanic | 93. Greaser  |
| 63. Junior Mechanical Assistant         | 94. Architect  |
| 64. Latheman                            | 95. Glass Blower   |
| 65. Metal Maker                         | 96. Skipper  |
| 66. Projectionist                       | 97. Chief Engineer   |
| 67. Head Gas Man                        | 98. Wireless Operator  |
| 68. Gas Mistry                          | 99. Launch Driver  |
| 69. Instrument Maker                    | 100. Cage Repairer   |
| 70. Mill Wright                         | 101. Wireman   |
| 71. Pump Man                            | 102. Senior Aero-Draftsman   |
| 72. Pump Driver                         | 103. Senior Draftsman  |
| 73. Senior Operator Driver              | 104. Head Draftsman  |
| 74. Mistry                              | 105. Draftsman   |
| 75. Tin Smith                           | 106. Tube-well Operator/Pump Operator/Pumpset Driver/Pump Driver/Pump Man/Pump House Operator/Generator Operator |
| 76. Senior Carpenter                    | 107. Senior Workshop Physicist   |
| 77. Head Carpenter                      | 108. Driver (Light and Heavy Vehicles)   |
| 78. Carpenter                           | 109. Tracer  |
| 79. Black Smith                         | 110. Maintenance Assembly Assistant  |
| 80. Mason                               | 111. Transport Officer   |
| 81. Turner                              | 112. Mike Operator   |
| 82. Foreman                             | 113. Printing Incharge   |
| 83. Electrical Foreman                  | 114. Offset Machine Operator   |
| 84. Fabric Production Foreman           | 115. Engine Driver/Assistant Engine Driver/Additional Engine Driver  |
| 85. Assistant Foreman                   | 116. Executive Engineer (Civil)  |
| 86. Senior Electrician                  |  |
| 87. Electrician                         |  |
| 88. Junior Electrician                  |  |
| 89. Chageman                            |  |
| 90. Air-conditioning Supervisor         |  |
| 91. Senior Glass Blower                 |  |
| 92. Composer                            |  |

#### GROUP IV - LIBRARY/INFORMATION/DOCUMENTATION STAFF

- |  |   |
|--|---|
| 1. Head of Library Service                   | 10. Technical Librarian                           |
| 2. Librarian                                 | 11. Assistant Librarian                           |
| 3. Photo-Librarian                           | 12. Senior Library Assistant                      |
| 4. Documentation Officer                     | 13. Library Assistant                             |
| 5. Documentationist                          | 14. Senior Librarian-cum-Docum-entation Assistant |
| 6. Junior Librarian                          | 15. Junior Assistant Librarian                    |
| 7. Library-cum-Technical Information Officer | 16. Junior Library Assistant                      |
| 8. Reference Librarian                       | 17. Card Librarian                                |
| 9. Senior Acquisition Librarian              | 18. Cataloguer                                    |

- |                                |  |
|--------------------------------|--|
| 19. Junior Technical Officer   | 23. Technical Assistant  |
| 20. Visitor Guide              | 24. Senior Information Systems Officer/Information Systems Officer |
| 21. Statistical Assistant      |  |
| 22. Senior Technical Assistant |  |

#### GROUP V – PHOTOGRAPHY STAFF

- |                                   |  |
|-----------------------------------|--|
| 1. Senior Photo-Officer           | 11. Junior Artist-cum-Photographer       |
| 2. Reprography Officer            | 12. Assistant Photographer               |
| 3. Photo-Officer                  | 13. Photo-Assistant and Duplicator       |
| 4. Photographer-cum-Artist        | 14. Dark Room Assistant                  |
| 5. Photostat Officer              | 15. Dark Room Assistant-cum-Photographer |
| 6. Photographer                   | 16. Bromide Printer                      |
| 7. Reprographist                  | 17. Sub-Assistant (Photo)                |
| 8. Senior Artist-cum-Photographer | 18. Head, Photo Laboratory               |
| 9. Photo-Assistant                |  |
| 10. Photographic Assistant        |  |

#### GROUP VI – ARTIST

- |                         |                                |
|-------------------------|--------------------------------|
| 1. Chief Artist         | 7. Head Artist                 |
| 2. Deputy Chief Artist  | 8. Junior Artist-cum-Draftsman |
| 3. Senior Artist        | 9. Painter-cum-Caligraphist    |
| 4. Artist               | 10. Painter-cum-Polisher       |
| 5. Assistant Artist     | 11. Painter                    |
| 6. Artist-cum-Draftsman |                                |

#### GROUP VII – PRESS AND EDITORIAL STAFF

- |   |  |
|---|--|
| 1. Director (P&I)                               | 12. Information and Publications Officer             |
| 2. Chief Editor                                 | 13. Junior Editor                                    |
| 3. Chief Publicity and Public Relations Officer | 14. Publicity Officer                                |
| 4. Chief Production Officer                     | 15. Assistant Publicity and Public Relations Officer |
| 5. Production Officer                           | 16. Assistant Production Officer                     |
| 6. Business Manager                             | 17. Publicity Assistant                              |
| 7. Assistant Business Manager                   | 18. Technical Information Officer                    |
| 8. Communication Specialist (Extension)         | 19. Sales Promotion Officer                          |
| 9. Editor                                       | 20. Proof Reader-cum-Supervisor                      |
| 10. Assistant Editor                            | 21. Publication Assistant                            |
| 11. Editor-cum-Information Officer              | 22. Senior Publicity Assistant                       |
|   | 23. Sub-Editor                                       |



- |                                   |   |
|-----------------------------------|---|
| 24. Language Assistant            | 34. Grapho type Operator<br>(Embosser)                          |
| 25. Translator                    | 35. Sr Hindi Translator/Jr Hindi<br>Translator/Hindi Translator |
| 26. Printing Officer              | 36. Kardex Operator   |
| 27. Assistant Professor (English) | 37. Copy Holder   |
| 28. Senior Binder                 | 38. Press Supervisor Exhibition<br>Officer                      |
| 29. Binder                        | 39. Exhibition Assistant  |
| 30. Media Assistant               | 40. Public Relations Officer                                    |
| 31. Media Operator                |   |
| 32. Compositor                    |   |
| 33. Junior Compositor             |   |

#### **GROUP VIII – MEDICAL AND PARAMEDICAL POSTS**

- |                           |                 |
|---------------------------|-----------------|
| 1. Senior Medical Officer | 5. Midwife      |
| 2. Medical Officer        | 6. Pharmacist   |
| 3. Nursing Sister         | 7. Radiographer |
| 4. Staff Nurse/Nurse      |                 |

#### **GROUP IX – HOUSE-KEEPING POSTS**

1. Manager (Hostel Services)
2. Chief Cook
3. Catering Incharge

**APPENDIX III****Assessment Procedure for Grant of Merit Promotion or Advance Increment(s) to Technical Personnel****CATEGORY I**

1. The following criteria will be adopted for the assessment of the technical personnel of the Indian Council of Agricultural Research.
  - Professional performance in relation to the duties and tasks assigned.
  - Spirit of co-operation and team-work and support to scientific work.
  - Personal/behavioural abilities/attributes.
2. Emphasis in the assessment will be on the contributions of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

**Procedure for Assessment**

3. Assessment of the technical personnel shall take into consideration the followings:
  - The material furnished in the Assessment Proforma (enclosed).
  - CCRs for the last 5/10 years as the case may be.
4. The technical personnel being assessed shall carefully fill in the enclosed proforma keeping in mind their activities in the past 5/7/10 years, as the case may be.
5. The Reviewers shall be the immediate supervisors of the technical personnel concerned. In cases where the Reviewer has supervised the work of the Reviewee for a very short period of time, say less than six months, he shall be required to consult other scientists/technical personnel who may have also supervised or worked with the Reviewee for longer periods. Directors will issue separate orders indicating clearly the Reviewer for each post.
6. After the proformas have been completed by the technical personnel being assessed (Reviewees), they will be passed on to the Reviewer. The Reviewer shall then carefully go through the information provided by the Reviewee and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Head of Division/Research Station/Project for his remarks.
7. The Head of Division/Research Station/Project shall then carefully look through the proforma and in case he notices marked discrepancies between the Reviewer and the Reviewee's evaluation on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Head of Division/

Research Station/Project disagrees with the assessment of both the Reviewer and the Reviewee, he/she may give his/her reasons for disagreement. He shall then countersign the proforma with his recommendations.

8. The Director will then place the proformas relating to all technical personnel before the Assessment Committee and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### Assessment System

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

10. The Committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in para No.3 above. The technical personnel will be given merit promotion or Advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Proforma I****ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL  
(CATEGORY I) OF THE ICAR***(To be completed by the concerned Estt Division)*

1. Reported period
2. Name
3. Date of birth
4. Designation
5. Present grade and scale of pay
6. Date of entry into service
7. Date of continuous appointment to the present grade
8. Period of absence from duty, on leave, training, health, etc. during the period under report
9. Academic / Professional qualifications (underline any qualifications obtained during the period under report)

**PART I***(To be filled in by the Reviewee)*

Please furnish the following information.

10. Educational career:

Certificate/Diploma/Degree	Class/Grade	University/ Board/Institute
(i)		
(ii)		
(iii)		
(iv)		
(v)		

10. Additional qualifications / training acquired during the period under review:

11. Employment record for last five/ten years ending \_\_\_\_\_ starting with your present post, list in reverse order every employment you have had.

Name of employing organization	Designation	Salary/Scale of pay	Date of joining	Date of leaving
--------------------------------	-------------	---------------------	-----------------	-----------------

Signature of Reviewee \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation \_\_\_\_\_

## PART II

*(To be filled in by the Reviewer)*

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by the reviewee during the last five/ten years ending on ..... in relation to tasks assigned to him/her.
3. Please comment on reviewee's:
  - (a) Amenability to discipline
  - (b) Punctuality
  - (c) Integrity
4. Recommendations of the reviewer

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

**PART III**

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

---

**PART IV**

Recommendations of the Director (in case of employees of the Institute)/Secretary, ICAR (in case of employees of the ICAR headquarters and/or the centrally administered programmes).

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

---

## CATEGORY II

1. The following criteria will be adopted for the five/ten-yearly assessment of technical personnel (Category II) of the Indian Council of Agricultural Research.

- Professional performance in relation to the duties and tasks assigned
- Spirit of co-operation and team-work and support to the scientific work
- Personal behaviour /abilities/attributes
- Organizational abilities/attributes

2. Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.

### Procedure for Assessment

3. Assessment of the technical personnel (Category II) shall take into consideration the followings:

- The material furnished in the five/ten-yearly assessment proforma (enclosed)
- CCRs for the past five/ten years

4. The technical personnel being assessed shall carefully fill in the enclosed proforma mentioning their activities in the past five/ten years.

5. The reviewer shall be the immediate supervisor of the technical personnel concerned. In cases where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists who may have also supervised or worked with the reviewee for a longer period.

6. After the proforma has been completed by the technical personnel being assessed (reviewees), they will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by reviewees and the evaluation done by them and shall fill in items intended for them. Such a completed proforma will then be sent to the Head of Division/Research Station/Project for his/her remarks.

7. The Head of Division/Research Station/Project shall then carefully look through the proforma, and in case, he/she notices marked discrepancies between the reviewer and the reviewee's evaluation, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he/she may give his/her reasons for disagreement. He/she shall then countersign the proforma with his/her recommendations.

8. The Director will then place the proformae relating to all technical personnel before the Assessment Committee and obtain its recommendations for the grant of promotion or advance increment(s), as the case may be.

#### **Assessment System**

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

10. The Committees shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in para 3 above. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.



**Proforma II****ASSESSMENT FORM FOR THE TECHNICAL  
PERSONNEL (CATEGORY II) OF THE ICAR**

*(To be filled in by the Concerned Estt Section at Institute/ICAR hqrs)*

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree/diploma and the institution (the degree was obtained from) :
6. Date of entry into the Council's service :
7. Present grade and scale of pay :
8. Duties assigned to the post for which the person has been recruited :
9. Date of continuous appointment to the present grade :
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the assessment all the information relevant to the employee's career before and after entry into the ICAR).

**PART I***(To be filled in by the Reviewee)*

Please furnish the following information:

## 1. Educational career

Degree/Diploma/Certificate	Class/Grade	University/Board/Institute	Year
----------------------------	-------------	----------------------------	------

Master's degree or equivalent or any higher degree			
--	--	--	--

Bachelor's degree/ Diploma			
-------------------------------	--	--	--

Matriculation /school leaving certificate/higher secondary/ PUC			
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## 2. (a) Subjects of specialization at the highest degree/diploma

## (b) Subjects of specialization at the lower degree /diploma

3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).

4. Employment record of last five/ten years ending on ..... starting with your present post. list in **reverse order** every employment you have had.

Name of employing organization	Designation	Salary/ pay scale	Date of joining	Date of leaving	Nature of duties actually performed
--------------------------------	-------------	----------------------	-----------------------	-----------------------	--

5. (a) Honours/awards etc.
  - (b) (i) Membership of professional societies  
(ii) Offices and committees assignments held in professional societies
  - (c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/ conduct a seminar)
  - (d) Special assignments covered (list each one giving dates) and briefly describe the work done
  - (e) Duration of absence from the institute for foreign visits, etc. during the 5-10 years period (the number of months may be specified)
6. Is there any other type of work than your present job/ assignment that you would rather do in the institute or outside? If yes, please indicate
  7. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the reviewee during 5/10 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e) please indicate the numbers only.)

(The items included in the statement are only illustrative and not exhaustive)

Productivity

Past 5/10 years

- (a) Technical support for scientific work, such as:
  - number of animals managed
  - area of land/fish ponds managed
  - number of projects served
  - others (please specify)

**Productivity****Past 5/10 years**

- (b) Training work such as:
- course (to be) taught
  - special lectures/talks given by member
  - Chairman/student advisory committees
  - Others (please specify)
- (c) Extension education work such as:
- radio/television talks
  - field trips
  - exhibitions
  - farmers/cultivators (to be)
  - contacted
  - others (please specify)
- (d) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved
- (e) Institution /building activities, such as:
- Membership in special committees/task-force
  - organizing seminars/symposia in the institution
  - any other (please specify)
- (f) unpublished reports, papers, etc.
- (g) published work, if applicable, such as:
- books/monographs
  - professional papers/articles
  - popular articles
  - book-reviews
  - professional communication to journals/magazines
  - professional abstracts
  - technical reports
- (h) Papers (to be) presented at professional meetings
- (i) Participation in professional meetings
- (j) Relationship with his/her professional colleagues:
- (i) Guidance received
  - (ii) Guidance given
  - (iii) Participation in co-operative research programmes

8. Please append a precise resume of the work done during the period ending on ..... with full supporting evidence, if any.
9. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

---

## PART II

*(To be filled in by the Reviewer)*

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you generally agree, with the position indicated by the reviewee against items 7,8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
  - (a) Amenability to discipline
  - (b) Punctuality
  - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you
5. Recommendations

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

---

**PART III**

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature of Reviewer .....

Name.....

(In Block letters)

Designation.....

Date.....

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**PART IV**

Recommendations of the Director(in case of employees of the institutes)/DG, ICAR or Secretary, ICAR (in case of employees of the headquarters and/or the centrally administered programmes).

Signature of Reviewer .....

Name.....

(In Block letters)

Designation.....

Date.....

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### CATEGORY III

1. The following criteria will be adopted for the five/seven-yearly assessment of technical personnel (Category III) of the Indian Council of Agricultural Research:

- Professional performance in relation to the duties and tasks assigned
- Spirit of co-operation and team-work and support to scientific work
- Personal/behavioral abilities/attributes
- Managerial/organizational abilities /attributes

2. Emphasis in the assessment will be on the contribution and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.

#### Procedure for Assessment

3. Assessment of the technical personnel shall take into consideration the followings:

- The material furnished in the five/seven-yearly assessment proforma (enclosed)
- Performance record files maintained by the technical personnel (for this purpose, a suitable proforma shall be devised by the Director/Secretary, ICAR).
- Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the ICAR.
- CCRs for the past 5/7 years.

4. The technical personnel being assessed shall carefully fill in the enclosed proforma, mentioning their activities in the past 5/7 years.

5. The reviewer shall be the Head of Division/Research Station/Project for Grades T-6, T-7 and T-8 of technical personnel in Category III. In case any of these positions is held by scientist/technical personnel in grades lower than Grade T-9, the Director of the Institute will specify the reviewer for the technical personnel working under him/her. The reviewer for Grade T-9 personnel will be the Director of the Institute. In cases, where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists / technical personnel who may have also supervised or worked with the reviewee for longer periods. Directors will issue separate orders indicating clearly the reviewer for each post.

6. After the proforma have been completed by the technical personnel being assessed (reviewees), they will be passed on to the Reviewer. The reviewer shall then carefully go through the information provided by the reviewees and the evalu-

ation done by them and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director for his/her remarks.

7. The Director shall carefully look through the proforma and in case the Director notices marked discrepancies between the reviewer and the reviewee's evaluation, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he / she may give his/her comments on the discrepancies and may give his/her reasons for disagreement. He/she shall then countersign the proforma with his /her recommendations.

8. Director will then place the proforma relating to all technical personnel before the Assessment Committees and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

#### **Assessment System**

9. The Assessment Committees will comprise not more than five members but not less than two, excluding the Chairman. These Committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The Assessment Committee would be constituted by the concerned Directors in consultation with Chairman, ASRB, as provided in rule 6(12) of the Rules for the Technical Services.

10. The Committees shall decide on the performance of the technical personnel by taking into consideration the document mentioned in para 3 above. The Committee may also give an opportunity to assessee for a personal discussion, if so desired by him in writing to project his/her work and achievements during the period under assessment. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.



**Proforma III****ASSESSMENT FORM FOR TECHNICAL PERSONNEL  
(CATEGORY III) OF THE ICAR**

*(To be filled in by the concerned Estt Section at the Institute/ICAR hqrs)*

1. Reported period
2. Name
3. Date of birth/age
4. Field of specialization
5. Basic degree and the institution the degree was obtained from
6. Date of entry into the Council's service
7. Present grade and scale of pay
8. Duties assigned to the post for which the person has been recruited
9. Date of continuous appointment to the present grade
10. Any other basic information

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry into the ICAR)

**PART I***(To be filled in by the Reviewee)*

Please furnish the following information.

## 1. Educational career :

Degree/Diploma/ Certificate	Class/Grade	University/Board Institute	Year
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Doctorate

Master's degree or equivalent  
or any higher degree

Bachelor's degree / Diploma

Matriculation/school  
leaving certificate/  
higher secondary/PUC

- 
2. (a) Subjects of specialization at the highest degree / diploma
- (b) Subjects of specialization at the next lower degree / diploma
3. Additional qualification/training acquired in India and/or abroad (List of all part-time or short-term trainings, not included in educational career. Give dates, duties and duration of course)
-

4. Employment record of last five/seven years ending on .....starting with your present post, list in Reverse Order every employment you have had.

Name of employing organization	Designation	Salary/pay scale	Date of joining	Date of leaving	Nature of duties actually performed
--------------------------------------	-------------	---------------------	--------------------	--------------------	---

5. What were the priority areas of work during the past five/seven years of your service ending on.....Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

Area	Priority	Time allocation
Technical support for scientific work		
Teaching/guiding		
Extension		
Management/Co-Ordination		
Administration		
Any other area (Please specify the area)		

6. (a) Honours/awards etc:
- (b) (i) Membership of professional societies:  
(ii) Offices and committee assignment held in professional societies:
- (c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar):
- (d) Special assignments (list each one giving dates and briefly describe the work done):
- (e) Duration of absence from the institute, for foreign visits, etc. during the five/seven year period (the number of months may be specified):
7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3=average; 4=above average; and 5=outstanding). Please indicate appropriate score for each area.
- | Priority area | Assigned score |
|---------------|----------------|
| 1             |                |
| 2             |                |
| 3             |                |
| 4             |                |
| 5             |                |
| Total score   |                |
8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes, please indicate.
9. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

(The items included in the statement are only illustrative and not exhaustive).

	Past 5/7 years	Proposed to do next year
1. Technical support for Scientific work such as:		
– number of animals managed		
– area of land/fish ponds managed		
– number of projects served		
– others (please specify)		
2. Training and teaching work such as:		
– course (to be ) taught		
– special lectures/talks given by member/chairman/student advisory committees		
– others (please specify)		
3. Extension education work, such as:		
– radio/television talks		
– field trips		
– exhibitions		
– farmers/cultivators(to be) contacted		
– others (please specify)		
4. Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved		
5. Institution building activities such as:		
– membership in the institutional committees		
– membership in special committees/task-force		
– organizing seminars/symposia in the institution		
– any others (please specify)		

(Continued)

	Past 5/7 years	Proposed to do next year
6. Unpublished reports, papers, etc.		
7. Published work, if applicable, such as:		
– books/monographs		
– professional papers/articles		
– popular articles		
– book reviews		
– professional communication to journals/magazines		
– professional abstracts		
– technical reports		
8. Papers (to be) presented at professional meetings		
9. Participation in professional meetings		
10. Relationship with his professional colleagues:		
(a) Guidance received		
(b) Guidance given		
(c) Participation in co-operative research programmes		
11. Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points: (A) description of project(s)/assignment(s); (B) objectives of the stated project(s) /assignment(s); (C) any major progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence).		
Priority Area 1:		
Priority Area 2:		
Priority Area 3:		
12. Please append a precise resume of the work done during the period ending .....with full supporting evidence, if any.		

13. If some or all of your professional work remained incomplete or fell below your expectations, please furnish reasons for that, and suggest improvement, if any.
14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

#### FOR THE USE OF THE REVIEWER(S) ONLY

1. Is the information provided by the Reviewee is correct to the best of your knowledge?
2. Do you generally agree with the assessment and the projections provided by the Reviewee? Please give your critical appraisal.

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

3. Recommendation of the Director ( in case of employees of the Institutes)/ Director-General, ICAR, or Dy Director-General, ICAR (in case of employees of the headquarters and/or centrally administered programmes).

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

## APPENDIX IV

**Model Qualifications for All Functional Groups and for Three  
Categories of Technical Services of the ICAR**

Functional	Category I	Category II	Category III	Remarks
All functional groups as identified under the Technical Service Rules	<p>Matriculate with at least one year certificate from a recognized institution in the relevant field</p> <p><b>**In the case of Drivers following qualifications have been prescribed:</b></p> <p>(i) Matriculation pass qualification from a recognized Board;</p> <p>(ii) Possession of a valid and appropriate driving licence from prescribed Govt authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of the Institute/Hqrs</p>	<p>Bachelor's degree in the relevant field or equivalent qualifications from a recognized university</p>	<p>Master's degree in the relevant field or equivalent qualifications from a recognized university</p>	<p>Based upon the above minimum essential qualifications prescribed for different categories, the specific qualifications covering the relevant fields, location-specific requirements of posts as well as desirable specialization wherever required in case of posts of different functional groups should be finalized in the case of direct recruitment in consultation with the concerned subject-matter divisions</p>

(ICAR letter No. 18-1/97-Estt IV dated 3 February 2000)

\*\* (ICAR letter No. 17-1/97, Estt IV dated the 18 July 2000)



**APPENDIX V****Revised Composition of Selection Committees/ Departmental Promotion Committees for Various Grades under Different Categories of Technical Services****I. Direct recruitment**

- I.** For T (7-8) (Rs 10,000-325-15,200) and T-9(Rs 12,000-375-16,500) direct recruitment through the ASRB on all-India basis. To be made on an all-India basis by the ASRB through appropriate Selection Committees.

<b>II.</b> For T-1 to T-6	Category I	T-1 (Rs3,200-85-4,900) T-2 (Rs4,000-100-6,000)
	Category II	T-3 (Rs4,500-125-7,000) T-4 (Rs5,500-175-9,000) T-5 (Rs6,500-200-10,500)
	Category III	T-6 (Rs8,000-275-13,500)

**(i) ICAR headquarters**

<b>(a) T-1 to T-3 post</b>	1. Secretary, ICAR, or his nominee	Chairman
	2. One senior officer not lower in status than Under-Secretary nominated by Secretary, ICAR	Member
	3. An officer not lower in status than Under-Secretary, belonging to SC/ST community nominated by Secretary, ICAR	Member
	4. Outside expert nominated by Secretary, ICAR	Member
	5. Under-Secretary	Member-Secretary

(b) <i>T-4 to T-6</i>	1. Secretary, ICAR	Chairman
	2. Director(P)/ Director (F) (as per the category of posts)	Member
	3. One senior officer not lower in status than Deputy-Secretary to Govt of India/ Deputy-Secretary, ICAR, nominated by Secretary,ICAR	Member
	4. An outside expert nominated by Secretary, ICAR	Member
	5. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary,ICAR	Member
	6. Deputy-Secretary (A)/ Under-Secretary, nominated by Secretary, ICAR	Member-Secretary
(ii) ICAR research institutes		
<i>T-1 to T-6 posts</i>	1. Director	Chairman
	2. Joint Director/ Head of Division/ Senior Officer not lower in status than S-3, nominated by Director	Member
	3. CAO/SAO/ any other officer of equivalent status, nominated by Director	Member
	4. An outside expert, nominated by Director	Member

- |  |   |                  |
|--|---|------------------|
|  | 5. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Director | Member           |
|  | 6. AO/AAO(in the absence of these officers, an officer of equivalent status, nominated by Director)                     | Member-Secretary |
| 2. (a) <b>Promotion</b> (for filling up 33.3%) of vacancies in Grade T-1 of Category I.                    |   |                  |
| (b) <b>Absorption /probationary period/efficiency bar/confirmation etc.</b> for posts in T-1 to T-3 grades |   |                  |
| (i) ICAR headquarters  | 1. Deputy-Secretary ICAR  | Chairman         |
|  | 2. One Sr Officer not lower in status than Under-Secretary, nominated by Deputy Secretary(A)                            | Member           |
|  | 3. An officer not lower in status than Under-Secretary, belonging to SC/ST community, nominated by Deputy-Secretary (A) | Member           |
|  | 4. Outside expert, nominated by Deputy-Secretary (A)  | Member           |
|  | 5. Under-Secretary (Tech)   | Member-Secretary |
| (ii) ICAR research institutes  | 1. Joint Director/Head of Division/Senior Officer, not lower in status than S-3, nominated by Director                  | Chairman         |

- |  |  |                  |
|--|--|------------------|
|  | 2. CAO/SAO/any other officer of equivalent status nominated by Director  | Member           |
|  | 3. An outside expert, nominated by Director  | Member           |
|  | 4. An Officer not lower in status than officers under consideration, belonging to SC/ST community, nominated by Director       | Member           |
|  | 5. AO/AAO (in the absence of these officers, an officer of equivalent status, nominated by Director)                           | Member-Secretary |
| <br>   |  |                  |
| 3. <b>Absorption /probationary period/efficiency bar/confirmation</b> for post in T-4 to T-6 grades. |  |                  |
| <br>   |  |                  |
| (i) ICAR headquarters  | 1. Director(P)/Director(F) (as per the category of post)   | Chairman         |
|  | 2. One Sr Officer not lower in status than Deputy-Secretary to Govt of India/ Dy Secretary, ICAR, nominated by Secretary, ICAR | Member           |
|  | 3. An outside expert, nominated by Secretary, ICAR   | Member           |
|  | 4. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary, ICAR | Member           |

- |   |   |                  |
|---|---|------------------|
|   | 5. Deputy-Secretary(A)/<br>Under-Secretary(Tech),<br>nominated by<br>Secretary, ICAR  | Member-Secretary |
| (ii) ICAR research<br>institutes  | 1. Joint Director/Head of<br>Division/Senior Officer<br>not lower in status<br>than S-3, nominated<br>by Director                     | Chairman         |
|   | 2. CAO/SAO/any other<br>officer of equivalent<br>status, nominated by<br>Director.  | Member           |
|   | 3. An outside expert,<br>nominated by Director  | Member           |
|   | 4. An officer not lower<br>in status than officer<br>under consideration<br>belonging to SC/ST<br>community, nominated<br>by Director | Member           |
|   | 5. AO/AAO in the<br>absence of these officers<br>an officer of equivalent<br>status, nominated by<br>Director                         | Member-Secretary |
| 4. <b>Absorption /probationary period/efficiency bar/ confirmation etc.</b><br>for grades T-7, T-8 and T-9. |   |                  |
| (i) ICAR<br>headquarters  | 1. Secretary, ICAR, or<br>his nominee   | Chairman         |
|   | 2. Director(P)/Dir (Fin) as<br>per category of post)  | Member           |
|   | 3. An outside expert,<br>nominated by<br>Secretary, ICAR  | Member           |

- |                               |  |                  |
|-------------------------------|--|------------------|
|                               | 4. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary, ICAR | Member           |
|                               | 5. Deputy- Secretary/ Under-Secretary concerned, nominated by the Secretary, ICAR  | Member-Secretary |
| (ii) ICAR research institutes | 1. Director or his/her nominee   | Chairman         |
|                               | 2. One senior officer not lower in status than S-3, nominated by Director  | Member           |
|                               | 3. An outside expert, nominated by Director  | Member           |
|                               | 4. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Director        | Member           |
|                               | 5. CAO/SAO/AO (in the absence of these officers, any officer of equivalent status)   | Member-Secretary |

(ICAR letter No.1(2)/81-Per.IV dated 10 September 1987)

**APPENDIX VI****Proforma for Annual Assessment Report for  
Technical Personnel  
FORM III  
CATEGORY I**

REPORT FOR THE YEAR/PERIOD .....

**PART I***(Particulars to be filled in by the administrative branch)*

1. Name
2. Date of birth
3. Designation
4. Scale of pay
5. Qualifications
  - (i) Academic
  - (ii) Professional
6. Date of entry into service
7. Date of continuous appointment to the present post and grade
8. Date of posting to the present division/unit
9. Period of absence from duty on leave, training etc. during the period under report

**PART II***(To be filled in by the official reported upon)*

1. Give a résumé of your performance for the period under report in not more than 100 words in areas of tasks assigned to you.
2. Any difficulty in terms of facilities etc, experienced by the officer.

Signature of the Officer

**PART III****ASSESSMENT OF THE REPORTING OFFICER**

*(To be done by the head of division/section  
note for the guidance of reporting officer)*

The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as well as in the interest of the smooth and efficient working of the institution, reports should be carefully and critically made.

1. What are the tasks assigned to the officer during the period under report?
2. What is your assessment of the Officer's performance of the task assigned to him, and his technical competence?
3. Has he adequate sense of responsibility?
4. Is he fit to be placed in-charge of members of the staff?
5. Has he/she made any significant contribution during the year?
6. Has he/she shown any professional/supervisory ability of organizing capacity.
7. General Assessment:
  - (i) Initiative .....
  - (ii) Industry and Conscientiousness .....
  - (iii) Physical capacity for duty .....
  - (iv) Promptness in disposal of work .....
  - (v) Punctuality and regularity .....
  - (vi) Amenability to discipline .....
  - (vii) Relations with
    - (a) Subordinates .....



- (b) Colleagues .....
- (c) Public .....
- (viii) Co-operative and team spirit  
and work .....
8. Has the Officer been reprimanded for indifferent work or for other reasons during the period under review ? If so, please give brief particulars
9. Integrity
10. Overall grading (outstanding/very good/good/average/below average

Signature of the Reporting  
Officer.....

Name.....

(In Block letters)

Designation.....

(During the period of report)

Date.....

---

#### PART IV REMARKS OF THE REVIEWING OFFICER

1. Length of service of the Officer under the Reviewing Officer
2. Please state whether you accept the assessment recorded by the Reporting Officer. If you differ from the Reporting Officer in any respect, the fact should be clearly stated

3. Has the Officer any special characteristics and/or any outstanding merit/contribution which would justify his career advancement?

Signature of the Reviewing  
Officer.....

Name.....  
(In Block letters)

Designation.....

Date.....

---

**Proforma for Annual Assessment Report for  
Technical Personnel (Category III)**

REPORT FOR THE YEAR /PERIOD.....

**PART I**

**PERSONAL DATA**

*(To be filled in by the administrative section concerned of the ICAR headquarters/institutes/national research centres/project directorates/all-India co-ordinated research projects etc.)*

1. Name of officer
2. Date of birth
3. Academic qualifications
4. Date of joining the ICAR service and the post to which appointed
5. Present grade and date of continuous appointment thereto  
Grade  
Date
6. Present post and date of appointment thereto  
Post  
Date
7. Present salary
8. Period of absence from duty  
(on leave, training, etc. during the year. If he has undergone training, please specify).
9. Duration of service in difficult areas e.g. hilly, tribal, neglected, backward, rural, etc. as defined by Government of India/ICAR

**PART II****SELF ASSESSMENT***(To be filled in by the officer reported upon)*

1. Brief description of duties
2. Resume of performance for the period under report

*Targets fixed**Achievements*

3. Constraints experienced in achieving the targets
4. Additional qualifications acquired/  
Training programmes attended during the year

Signature of the Officer Reported upon.....

Name.....  
(In Block letters)

Designation.....

Date.....  
\_\_\_\_\_**PART III****ASSESSMENT OF THE REPORTING AUTHORITY***(To be filled in by the reporting authority)***(A) Nature and Quality of Work**

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

**2. Quality of output**

Please comment on the Officer's 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 level of knowledge

- (i) Functions
- (ii) Related instructions and their application

**(B) Quality of Technical Achievements****(C) Attributes****1. Attitude to work**

Please comment on the extent to which the Officer is dedicated and motivated and on his/her willingness and initiative and systematize his/her work.

**2. Initiative**

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

**3. Ability to inspire and motivate**

Please comment on the ability of the Officer to motivate to obtain willing support by own conduct and to inspire confidence

**4. Inter-personal relations and team-work**

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's 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 to optimize the output of the team.

**5. Relations with the public**

Please comment on the Officer's accessibility to the public and responsiveness to their needs.

---

**GENERAL****PART IV**

1. **State of health**  
(Physical and mental)
2. **Integrity**
3. **General assessment**

Please give an overall assessment of the Officer 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 (An Officer should not be graded outstanding unless exceptional qualities and performances have been noticed; Justification/reasons for giving such grading should be clearly brought out).

Signature of the Reporting

Authority .....

Name.....

(In Block letters)

Designation.....

(During the period of report)

Place:.....

Date:.....

**PART V****REMARKS OF THE REVIEWING AUTHORITY**

1. Length of service under the Reviewing Officer
2. Is the Reviewing Officer satisfied that Reporting Officer 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 Officer given by the Reporting Officer?

4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the officer including the grading
  
5. Has the Officer any special characteristics, and/or any abilities or aptitude which would justify his/her selection for special assignment or/out-of-turn promotion? If so, specify

Signature of the Reporting  
Authority .....

Name.....  
(In Block letters)

Designation.....  
(During the period of report)

Place:.....

Date:.....

---

**APPENDIX VII****Proforma for Supplementary Information to be Furnished  
by the Technical Personnel for their Subsequent  
Assessment for Grant of Merit Promotion**

*(To be filled initially by Estt Section of the concerned institute /ICAR hqrs)*

**PART I**

1. Name
2. Field of specialization and present posting
3. Date of appointment in Technical Service and category and grade.

**PART II**

*(To be filled in by the reviewee)*

1. Do you wish to add any supplementary material to the material already furnished to the Assessment Committee for Five-Yearly Assessment? If so, please indicate the details thereof alongwith any additional qualifications/ training acquired.
2. Do you wish to have a personal discussion with the Assessment Committee

(Please indicate 'Yes' or 'No').

In the absence of any indication, it will be presumed that the Technical Personnel does not want to come for personal discussion.

(For use of Reviewers only)

3. Is the supplementary material furnished by the Reviewee correct to the best of your knowledge?



4. Do you generally agree with the assessment and projections made by the Reviewee in the supplementary material?

Signature of the  
Reviewer(s).....

Name.....  
(In Block letters)

Date:.....

Designation.....

5. Recommendations of the Director (in the case of employees of Institutes)/Secretary, ICAR (in the case of the employees of the Headquarters and/or the Centrally Administered Programme).

Signature.....

Name.....  
(In Block letters)

Date:.....

Designation.....

(Introduced vide ICAR letter No.7-4/79-Per.III dated 6 June 1979)

**APPENDIX VIII****Merit Promotion on the Basis of Assessment in  
Technical Service—Proforma for Submission of the  
Recommendations of the Assessment Committee for  
Approval of the Appointing Authority**

1. Name of the officer
2. Service particulars of the Assessee :
  - (a) Date of entry into ICAR service
  - (b) Present post/grade held and since when.
  - (c) Scale of pay
  - (d) Present pay with date of next increment
  - (e) Whether temporary/quasi-permanent /permanent
3. Whether medical examination was conducted at the time of entry into ICAR service?
4. Has the character and antecedents of the officer been verified?
5. Has the officer been reprimanded or awarded any punishment under conduct rules during the period for which the assessment is being made?
6. If so, the extent of the penalty awarded?
7. Whether the officer is cleared from vigilance angle?
8. Whether the period treated as "Dies non" If any, has been taken into account while computing 5 years period for assessment?

9. The designation and the scale of pay in the next higher grade for which the officer is being considered/assessed
10. Whether the officer fulfills the educational and other requirements prescribed for the post for which the officer is being assessed?
11. Period of assessment and the date from which the assessment benefit is to be given
12. Whether the officer has been assessed previously, if so, the results of assessment may be indicated
13. Whether Assessment Committee has been constituted in accordance with the prescribed procedure and its composition conformed to the principles laid down for the purpose?
14. Has the case been considered by DPC/ Assessment Committee duly constituted for the purpose?
15. Recommendation of the DPC/assessment committee
16. Appointing authority.

(ICAR letter No.2(1)/84-WS/Per.III dated 25 October 1984)

**APPENDIX IX****Technical Services of the ICAR–Disciplinary / Appellate Authorities at the ICAR Headquarters and at the Research Institutes**

The Indian Council of Agricultural is a Society registered under the Societies Registration Act, 1860. As per the Bye-Law 30 of the Bye-Laws of the Council, the rules and regulations framed by the Government of India are followed by the ICAR *mutatis-mutandis*. According to Bye-Law 31, the Central Civil Services (Classification, Control and Appeal) Rules, 1965 of the Government of India, for the time being in force, have been made applicable to the employees of the Society, subject to the modification that any reference to the 'President' and 'Government Servant' 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.

2. 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 authorized 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.

3. 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 the President, ICAR, in respect of various posts covered under the Technical Service of the ICAR both at the ICAR headquarters and at the research institutes.

(Circulated vide letter No.1(9)/79-Vig dated 28 March 1981).

**Schedule of Disciplinary and Appellate Authorities for Imposition of Penalties in Respect of Officers Covered Under Technical Services of the ICAR**

Sl. No.	Description of Service/Grade	Appointing Authority	Authority Competent to Impose Penalties		Appellate Authority	Appointing Authority	Authority Competent to Impose Penalties		Appellate Authority
			Authority	Penalties			Authority	Penalties	
1.	Posts carrying a pay scale the maximum of which exceeds Rs 16,500 p.m.	President	<b>Headquarters</b>		-	President	<b>Institutes</b>		-
			President	All			President	All	
2.	Posts in grade T-9 Rs 12,000-16,500) T(7-8) Rs 10,000-15,200	DG, ICAR	(a) DG, ICAR	All	President	DG, ICAR	(a) DG, ICAR	All	President
			(b) Secy, ICAR	(i) to (iv)			(b) Secy, ICAR	(i) to (iv)	
3.	Posts in grade T-4 to T-6	Secy, ICAR	Secy, ICAR	All	DG, ICAR	Director	Director	All	(i) (DG, ICAR, in the case of National Institutes viz. IARI, IVRI, NDRI, NAARM & CIFE  (ii) Secy, ICAR in all other cases
4.	Posts in grade T-1 to T-3	Deputy Secy	Deputy Secy	All	Secy, ICAR	Director	Director	All	-

**APPENDIX X****Important Letters/Circulars Issued from Time to Time  
Regarding Amendments Made in the Technical Service  
Rules of the ICAR****Indian Council of Agricultural Research  
Krishi Bhavan, New Delhi**

No.18-1/97.Esst IV

Dated 3 February 2000

To

All the Directors/Project Directors of the ICAR Research  
Institutes/NRCs/Projects Directorates**Subject: Modifications in the Existing Technical Service Rules of  
the ICAR – Notification Regarding.**

Sir,

As you are aware, a proposal for revision of some of the provisions of existing Technical Service Rules has been under detailed consideration of the Council for the past quite sometime to remove the anomalies and to improve and update the qualifications.

2. The matter was considered by the Governing Body in its meeting held on 18 November 1999, and based upon the decision of the Governing Body, the competent authority has approved the following changes in the existing technical service rules.

- (i) On account of two overlapping grades of T-I-3 and T-II-3, the assessment promotion has become redundant and therefore, grade structure in Cat.I and II has been modified as hereunder:

Existing	Revised
<b>Category I</b>	
T-1 Rs 3,200-85-4,900	T-1 Rs 3,200-85-4,900
T-2 Rs 4,000-100-6,000	T-2 Rs 4,000-100-6,000
T-I-3 Rs 4,500-125-7,000	
<b>Category II</b>	
T-II-3 Rs 4,500-125-7,000	T-3 Rs 4,500-125-7,000
T-4 Rs 5,500-175-9,000	T-4 Rs 5,500-175-9,000
T-5 Rs 6,500-200-10,500	T-5 Rs 6,500-200-10,500

As per the revised grade structure, the entrants of Category I at T-1 grade would continue to be regulated for assessment from T-1 to T-2 after five years of service as is at present. However, from T-2 grade such personnel possessing the qualifications as prescribed herein further under this order for Category-II for direct recruitment, would be eligible for assessment promotion to T-3 grade after five years of service, while those not possessing such qualifications shall become eligible for assessment promotion to T-3 grade only after 10 years of service in the T-2 grade. The assessment promotions from T-3 to T-4 and T-4 to T-5 shall continue to be regulated at five years interval as at present.

- (ii) The provisions relating to Category barrier for assessment promotions from T-5 grade of Category II to T-6 grade of Cat.III has been revised as under :
  - (a) The technical personnel in T-5 grade (Rs 6,500-10,500) and possessing the essential qualifications prescribed as hereinafter under this order for Category III for direct recruitment, shall be eligible for assessment promotion to T-6 (Rs 8,000-13,500) grade after completing five years of service in T-5 grade, while :
  - (b) The T-5 Technical personnel who do not possess the essential qualifications as for direct recruitment prescribed hereinafter under this order for Cat.III shall be eligible for assessment promotion to T-6 grade after completing 10 years of service in T-5 grade provided such technical personnel are possessing the qualifications prescribed under this order for direct recruitment to Category II (T-3). However, such Technical personnel in T-5 grade who do not possess the qualifications prescribed under this order for direct recruitment to Category II (T-3) shall not be eligible for further assessment promotion to Category III of the Technical Services.
- (iii) Since a revised single pay scale of Rs 10,000-15,200, by way of replacement of their erstwhile pre-revised pay scales as per the Vth Central Pay Commission, has been attached to the existing technical grades of T-7 and T-8, these two grades have been redesignated as uniform and single grade as T(7-8) in the given pay scale of Rs 10,000-15,200, and the movement of technical personnel existing in these grades has been approved to be regulated under the assessment system to the

next higher grade of T-9 of Technical service (pay scale of Rs 12,000-16,500) in the following manner.

- (a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.
  - (b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in this grade of T-8.
- (iv) The minimum essential qualifications for direct recruitment of technical personnel in Category I, II and III at the entry grades thereto would be as per the following model qualifications irrespective of the functional group.
- (a) Category I, matriculate with at least one year Certificate from recognized institution in the relevant field;
  - (b) Category II, bachelor's degree in the relevant field or equivalent qualifications from a recognized university;
  - (c) Category III, master's degree in the relevant field or equivalent qualifications from a recognized university. Based upon the above minimum essential model qualifications prescribed for different categories, the specific qualifications covering the relevant fields, location-specific requirements of the posts as well as the desirable specialization wherever required in case of posts of different functional groups should be finalized in case of direct recruitment in consultation with the concerned subject-matter divisions.
- (v) The existing assessment system based upon the CCR gradings and records of performance of personnel as reflected in the assessment reports/proforma as well as the prescribed benchmark for assessment promotions of 'Good' for Cat.I and II and 'Very Good' for Cat.III respectively would continue as such, but for the sake of uniformity, it has been decided that the assessment committees should determine the benchmark for the relevant period only in accordance with the instructions of the Department of Personnel and Training for determination of benchmark as under selection method, issued from time to time.



3. The modifications, as set out under para 2 foregoing, would take immediate effect from **the date of issuance of this Notification**. Any existing technical employees who may like to be governed only as per the existing technical service rules may do so by specifically exercising an individual option in writing to the Director of the Institute within a period of 30 days from the date of issue of this Notification. **Option once exercised shall be irrevocable and final**. With the introduction of these modifications in the existing technical service rules the 33.3% promotion quota will be operative only in Cat. I at the level of T-1. As under the existing procedure in force the vacancy in the event of retirement/death/resignation of the technical personnel carrying whatever personal grade through assessment promotion in the technical service shall occur only in the initial grade of his appointment under the service. This will continue to be regulated accordingly. However, in the meanwhile no post/grade of post under the Category III of technical service should be filled up by the direct recruitment until further instructions from the Council.

4. Kindly acknowledge receipt of this Notification, and immediate necessary action as per rules be expedited for its implementation.

5. While circulating the Notification at their respective institutes, the Directors may also endorse a copy to IJSC staff representatives.

6. Hindi version of this Notification follows.

Yours faithfully,  
Sd/-  
(N.S. Randhawa)  
Deputy Secretary (Admn)

Copy to:

1. All the DDGs, ICAR, at KB and KAB/National Director, NATP
2. The Additional Secretary, Department of Expenditure, Ministry of Finance and Member(Finance), ICAR, North Block, New Delhi-1, with reference to his D.O. letter No.L-236/AS(E)/2000 dated 24 January 2000.
3. Special Assistant to Chairman, ASRB, with reference to D.O. No.50-4/99-R.II dated 24 January 2000.
4. PS to Hon'ble AM/PS to Hon'ble MOS(DAH&D)
5. All the ADGs/Director (P)/Director (Finance)/Director (DARE)/Director (Works)/Director(Hindi), ICAR, at KB and KAB.
6. Sr PPS to Secy (DARE) and DG, ICAR/Staff Officer to DG ICAR/PS to Secretary, ICAR/PS to FA, DARE/ICAR
7. All Deputy Secretaries including Secretary ASRB/ All Deputy Directors/All Under Secretaries

8. All the F&AOs of ICAR Institutes
9. Secretary (Staff side), CJSC
10. Guard File/Spare Copies

Sd/-  
(A.S. Sethi)  
Under-Secretary (Technical)

No.9-3/95-Estt IV

Dated 12 January 2000

To

The Directors/Project Directors of all ICAR Research Institutes

**Subject: Rate of Advance Increments Granted to Technical Personnel in the Assessment System-Regarding.**

Sir,

As per the advice of Director (Finance), the instructions issued vide Council's Circular of even number dated 9 September 1999 stands withdrawn and superceded and may not be treated to be in effect. As a result, the guidelines and procedure on the subject, as in force prior to aforesaid correspondence, would prevail and be in effect as such. A copy be also given at your end to Institute Joint Staff Council representatives of your Institutes.

Yours faithfully,

Sd/-

(A.S. Sethi)

Under-Secretary (Tech)

F.No.14(3)/94-Estt IV

Dated 18 August 1998

To

The Directors/Project Directors/Project Co-ordinators/Zonal  
Co-ordinators of the ICAR Research Institutes/NRCs/Zonal  
Co-ordinating Unit

**Subject: Promotion Avenues for Supporting Staff in Technical  
Services**

Sir,

Prior to the removal of the Category bar vide letter No.14(3)/94-Estt.IV dated 1 February 1995 from Category I to Category II, only the educationally qualified Technical personnel in Category I at T-I-3 grade were eligible for promotion to T-II-3 in Category II. On promotion to Category II under 33.33% promotion quota, the post held by them in T-I-3 reverted at T-I grade in Category I. However, on removal of the Category bar, such persons have been moving to Category II along with the post, and post held by them did not fall back to Category I at T-I grade. This has resulted in apprehension of supporting staff that their promotional avenues have been reduced to the extent of 33.33% at T-I grade in Category I due to physical non-availability of posts.

As you are also aware a comprehensive view is being taken for evolving a suitable package for Technical Services. As an interim measure, it has been decided with the approval of the Competent Authority that the ICAR institutes may first work out the number of vacancies due to retirement, resignation etc. of Technical personnel in Category II (at T-II-3, T-4 and T-5 grades). Out of the total vacancies thus arrived at, vacancies to the extent of 33.33% (belonging to the promotion quota) may be placed into Category I at T-I grade. The vacancies to be filled under 33.33% promotion quota in T-I grade shall, however, not exceed more than 33.33% of the total posts in Category I in your Institutes. Rest of the vacancies i.e. 66.66% may be filled by way of direct recruitment at T-II-3 grade as at present.

Yours faithfully,

Sd/-

(G.C. Sharma)

OSD(S)

No.F. 18(9)/97-Estt IV

Dated 14 August 1998

To

Directors/PDs/PCs/NRCs/ZCs of ICAR Research Institutes

**Subject:        Reclassification of Posts – Change of Designation of the  
Post of Compounder.**

Sir,

I am to refer to Council's Circular letter No.F.17(12)/95-Estt.IV dated 20.8.96 regarding classification of posts mentioned in Annexure I and to say that it has been decided to redesignate the post of Compounder (Sl.No.42 of Annexure I) as 'Pharmacist'.

Yours faithfully,

Sd/-

(P. Bapaiah)

Under-Secretary (Estt IV)

No.19-20/96-Estt.IV

Dated 25 September 1997

To

The Directors/Project Directors/Project Co-ordinators of  
ICAR Research Institutes/NRCs/Zonal Co-ordinating Units

**Subject: Advance Increment(s) at T-1-3 / T-5 Level and Pay-Fixation on Removal of Category Bar**

Sir,

Some of the Institutes have sought clarifications whether in view of the removal of category bar from Category I to Category II, as per Council's Circular No.14-3/94-Estt.IV dated 1.2.95, the grant of advance increment(s) at T-1-3 level would continue. If so, how the case of pay fixation will be regulated on removal of the category bar from Cat.I to Cat.II (from T-1-3 to T-II-3) level and also on promotion from T-1-3 to T-II-3 level (under 33.33% promotion quota) being in the same scale of Rs 1,400-2,300 will be regulated.

The matter has been considered in the Council and it is clarified that since the provision of grant of advance increment(s) has not been withdrawn, the technical staff in T-1-3 will continue to be eligible for grant of advance increment(s) at T-1-3 level. Further, it is also clarified that for the purpose of pay fixation, the scale of T-1-3 in Cat.I and T-II-3 in Cat.II being the same i.e. Rs 1,400-2,300, the pay of a technical person who has been granted advance increment(s) in T-1-3 grade may, on their adjustment in T-II-3 on the removal of category bar/promotion, be fixed as per FR 22(a)(ii) by taking into account the pay, including the advance increment(s) being drawn on the date of removal of category bar/promotion as per Council's letter No.7(2)/84-Per.III dated 3.6.1988.

It is also clarified that technical personnel in Category II at T-5 Level will also continue to be eligible for grant of advance increment(s) up to 3 though they are also eligible for removal of category bar from category II to Category III in terms of Council's letter No.14-3/94-Estt.IV dated 4.8.1995. However, since the pay scale in the T-6 is higher (Rs 2,200-4,000) than that of T-5 (Rs 2,000-3,500), their pay will continue to be regulated as per the existing instructions on the subject.

The receipt of the letter may please be acknowledged.

Yours faithfully,  
Sd/-  
(G.C. Sharma)  
Dy Secretary(S)

No.9-3/95-Estt IV

Dated 30 April 1997

To

The Directors/Project Directors of ICAR Research Institutes/  
Project Directorates/NRCs

**Subject: Rate of Advance Increments Granted to Technical Personnel in the Assessment System – Clarification Regarding.**

Sir.

References have been received from some of the institutes as to how the advance increments granted to technical personnel are to be allowed in the event of quantum of annual increments being different i.e. whether all the increments are to be allowed at the rate of first increment or at the rate indicated in the scale of pay. The matter has been examined and it has been decided with the approval of Competent Authority that the advance increments granted to Technical Personnel may be allowed at the rate indicated in the scale of pay, at the appropriate stage(s).

The receipt of this letter may be acknowledged.

Yours faithfully,  
Sd/-  
(G.C. Sharma)  
Deputy Secretary(S)

F.No.17(12)/95-Estt IV

Dated 10 March 1997

To

The Director/PDs/PCs/NRCs/ZCs of ICAR Research Institutes

**Subject: Abolition of Auxiliary and Administrative (non-ministerial) Category—Reclassification of Posts.**

Sir,

I am to refer to Council's letter of even number dated the 20.8.1996, conveying therewith the approval of GB on the subject above. The posts of Sr Hindi Translator, Hindi Translator and Jr Hindi Translator are also classified as Technical. The other terms and conditions will remain same as in the letter dated 20.8.1996 referred to above.

Yours faithfully,  
Sd/  
(G.C. Sharma)  
DS(S)



F.No.17-12/95-Estt IV

Dated 20 August 1996

To

The Directors/Project Directors/Project Co-ordinators/Zonal Co-ordinators of the ICAR Research Institutes/National Research Centres /Zonal Co-ordinating Units

**Subject: Abolition of Auxiliary and Administrative (non-ministerial) Category – Reclassification of Posts**

Sir,

A Committee under the chairmanship of Dr Kirti Singh was appointed to consider various issues related to classification/reclassification of the posts which have not been covered in the Award given by the Board of Arbitration, issue related to removal of auxiliary posts and to re-consider appropriate classification of the posts classified as Administrative, Administrative (non-ministerial) and supporting.

2. The recommendations of the Committee were considered by the Governing Body in the 170th meeting. The President, ICAR, has since approved, the proceedings of the GB. The approved re-classification of posts into Technical, Administrative and Supporting Categories is given in the Annexure I. The salient features of the re-classification and action required to be taken by the institutes for implementing these orders are given below.

3. The posts in Auxiliary and Administrative (non-ministerial) Category stand abolished.

4. Two new functional groups i.e. functional group VIII 'Medical and Paramedical Staff' and functional group IX – 'Housekeeping Staff' have been added. Accordingly, the Directors of the Institutes are requested to submit the proposal regarding model qualifications for the posts belonging to new functional groups, wherever these posts exist. The Directors are also requested to send proposals for draft Recruitment Rules related to newly classified Administrative and Supporting posts.

5. When the Technical Services were initially formed, the Drivers were classified under a separate functional group of Drivers. However, the drivers are now classified as Technical under 'Workshop group'. Accordingly, the qualifications as prescribed for this functional group as essential/desirable qualifications will be applicable in addition to requirement of the appropriate driving licence.

6. It will be noticed from the Annexure I that some posts have been classified into Technical Category for the first time e.g. posts under Medical/

Para medical staff, Housekeeping etc. There are other posts like Drivers etc. which were earlier classified as Auxiliary, Administrative or Administrative (non-ministerial). While adjusting the concerned persons in the newly re-classified categories, an option for the new category may be obtained before their category is changed as per the proforma enclosed.

7. In all such cases as in para 6 above, the existing permanent and temporary employees appointed through regularly constituted DPC/Selection Committees will be fitted into the nearest corresponding grade of Technical Services on point to point basis in accordance with rule 5.1 and 3.1 of Technical Services Rules. In case any doubt arises, the matter should be referred to the ICAR. The induction into Technical Services may be completed by 31.12.1996.

8. Though every effort was made by the Council and the Committee to collect information from all the ICAR institutes regarding abolition of posts belonging to Auxiliary/Administrative (non-ministerial) categories, yet it is quite possible that some of the ICAR institutes might have failed to supply the information in time. The Directors of the Institutes are requested to submit proposal for any remaining auxiliary and administrative (non-ministerial) posts. While sending proposals to the Council due consideration may be given to the nature of the duties of the post, pay scale, qualification, etc.

8.1 The requests for re-classification may be sent on or before 30 November 1996. If no information is received by this date it will be presumed that the process of re-classification of posts has been completed and no further requests for re-classification of posts will be entertained. The re-classification of left-out auxiliary and administrative(non-ministerial) posts, if any, will be done by the Council in accordance with Rules and Bye-Laws and general principles laid down by the Committee.

9. It may be noticed that some of the posts like carpenter, cook etc. which carry same/similar designations have been filled up by the institutes in different pay scales and also different categories i.e. auxiliary/administrative(non-ministerial)/supporting. It is also noticed that while the holder of such posts perform more or less similar duties, they were however, recruited with different qualifications. Those recruited in the supporting staff were obviously with lower qualifications. In such cases wherever the staff was recruited with the qualifications for supporting staff they will continue in that category only.

10. It will be observed from the approved re-classification of posts in the Annexure 1 that certain posts are assigned various notations. The posts marked with \* will be treated as of dying type, no new posts should be filled in such designations. The posts marked with # will be filled up in future in supporting category only. For posts marked with @ specific proposal may

be sent for providing adequate promotional avenues to the incumbents belonging to that group. Specific orders in this regard will be issued after consideration of such proposals.

11. As a result of re-classification of posts, the sanctioned strength of the Institute in different categories i.e. Technical, Administrative and Supporting shall stand modified without increasing/decreasing the overall number of posts.

12. These orders will be applicable from 29.6.1996 i.e. the date of the approval by the President, ICAR.

Yours faithfully,  
Sd/-  
(G.C. Sharma)  
OSD(S)

**Option Form for Change of Category of Post****(Name of the ICAR Institute/Regional Station)**

I (Name) presently working as (Designation ) in the scale of (Rs \_\_\_\_\_) presently classified as Auxiliary/Administrative (non-ministerial)/ Administrative/ Supporting (Tick mark as the case may be ) category of post have read/understood the relevant rules of the category of post for which I am exercising my option for change of category in terms of the ICAR CIRCULAR No.17(12)/95-E.IV dated 20.8.1996. I opt for new category/post ( Technical/Administrative/Supporting, write clearly as the case may be) w.e.f. 29.6.1996.

Name and signature of the Optee

Place:.....

Date :.....

## ANNEXURE I

Sl No.	Name of the post	Functional group	Remarks
<b>A. Posts classified as technical</b>			
1.	Transport Officer	Workshop	
2.	Mike Operator-cum Committee-Room Attendant*	-do-	New designation Mike Operator
3.	Printing incharge*	-do-	
4.	Composer*	-do-	
5.	Blockmaker/Setter	-do-	
6.	Offset Machine	-do-	
7.	Greaser*	-do-	
8.	Binder #*	-do-	
9.	Painter#*/Painter-cum- Polisher#*	-do-	
10.	Plumber#*	-do-	
11.	Tubewell Operator /Pump Operator /Pump Set Driver /Pump Driver /Pumpman/Pump House Optr./ Generator Operator	-do-	
12.	Head Carpenter/ Sr Carpenter/Carpenter	-do-	
13.	Mason/Mistry*	-do-	
14.	Gas Mistry*	-do-	
15.	Blacksmith#*	-do-	
16.	Driver (a)Light vehicles (b) Heavy Vehicles		
17\$.	Engine Driver/ Asstt. Engine Driver/ Additional Engine Driver	-do-	
18\$.	Fishing Mate/Mate	-do-	
19.	Tailor*	Field/Farm	
20.	Village Ext. Officer*	-do-	
21.	Curer	-do-	
22.	Animal House Keeper	-do-	
23.	Deckhand/ Deckhand Junior*	-do-	
24.	Asstt. Professor(Eng)*	Press & Editorial	

PS:For Sl Nos.17 & 18 wherever the staff is recruited against any post in Boat Crew within workshop group, the qualification will be as laid down in T.S.R. for Boat Crew Staff.

SI No.	Name of the post	Functional Group	Remarks
25.	Proof Reader-cum-Supervisor	-do-	
26.	Exhibition Asstt.	-do-	
27.	Language Assistant	-do-	
28.	Copy Holder	-do-	
29.	Business Manager	-do-	
30.	Asstt. Business Manager	-do-	
31.	Sales Promotion Officer	-do-	
32.	Chief Public Relations Officer	-do-	
33.	Public Relations Officer	-do-	
34.	Publicity Asstt	-do-	
35.	Photographer/ Asstt. Photographer/ Photo Assistant/ Photographic Asstt.	Photography	
36.	FSR Operator/ Operator/Senior Equipment Operator/ Junior Equipment Operator/EP Operator/ LNP Operator	Workshop	
37.	Sr Medical Officer	Medical and Paramedical	
38.	Medical Officer	-do-	
39.	Nursing Sister	-do-	
40.	Staff Nurse/Nurse	-do-	
41.	Midwife	-do-	
42.	Compounder etc.	-do-	
43.	Radiographer	-do-	
44.	Manager (Hostel Services)	House Keeping	
45.	Chief Cook	-do-	
46.	Catering Incharge	-do-	

Sl No.	Name of the post	Functional Group	Remarks
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**B. Posts classified as administrative**

1. Sanitary Inspector/  
Sanitary Inspector (SG)
2. Security Officer@  
Sr Security Supervisor/  
Security Supervisor/  
Security Hawaldar@
3. Fire man@#
4. Khansama-cum-Cook/  
Sr Cook\*
5. Time Keeper\*
6. Gestetner Operator\*
7. Liaison Officer (Press)
8. Sports Officer
9. Physical Training Instructor
10. Meter Reader
11. Head Gasman\*
12. Telex Operator/  
Telex-cum-PBX Operator /  
Duplicating Machine Operator /  
Sr Gestetner Operator
13. Sr Sales Assistant /  
Jr Sales Assistant

**C. Posts classified as supporting staff**

1. Cook/Cook (Boat)                      Rs 825-1,200
2. Jr. Deck Hand/  
Deck Hand                                  Rs 825-1,200
3. Photostat Operator
4. Packer                                      Rs.750-940
5. Jr Gestetner Operator
6. Machine Milker                          Rs 1,200-2,040
7. Hand Milker                                Rs 975-1,540
8. Gauge Reader                            Rs 975-1,540
9. Appraising Helper
10. Egg Grader

No.14(3)/94-Estt IV

Dated 10 January 1996

To

The Directors/Project Directors/Zonal Coordinators of  
ICAR Research Institutes/Project Directorates/NRCs/Zonal  
Coordinating Units

**Subject: Removal of Category Bar Between Category I and  
Category II-Question of Counting of Service in Grade  
T-I-3**

Sir,

The instructions relating to the removal of Category bar between Category I and Category II of the Technical Service were issued vide Council's letter of even no. dated 1.2.1995.

A number of technical personnel represented that their seniority and promotion would be adversely affected if these instructions are implemented and that they will become junior to many of the personnel who are promoted as a result of counting of service in T-I-3 grade. Therefore, instructions contained in the above said letter of even number dated 1.2.1995 were kept in abeyance vide Council's E.mail/Fax/Telex/ Telegram dated 24.8.1995.

The matter has been reconsidered and it has been decided by the Competent Authority that on removal of Category bar from Category I to Category II, i.e. on placement of technical personnel in T-II-3 from T-I-3, for the purpose of five yearly assessment, their service rendered in T-II-3 grade will only be counted. In other words, the service rendered in T-I-3 for the purpose of computation of five years of service for grant of merit promotion/advance increments from T-I-3 to T-4 shall not be counted.

Yours faithfully,  
Sd/-  
(G.C.Sharma)  
OSD(S)



No.14(3)/94-Estt IV

Dated 29 September 1995

To

The Directors/Project Directors/Zonal Co-ordinators of the ICAR Research Institutes/Project Directorates/NRCs /Zonal Co-ordinating Units

Subject:

**Removal of Category Bar Between Cat.I and Cat.II Applicability to Incumbents of Posts like Drivers/Mechanics for Staff Car/Jeep/Tractor etc. Which were Reclassified as Administrative and Auxiliary – Regarding.**

Sir.

Reference is invited to Council's letter of even number dated 1.2.1995 vide which instructions relating to removal of category bar between Cat.I and Cat.II were issued. A question has been raised whether the staff who were appointed to the posts of Drivers/Mechanics for Staff Car/Jeep/Tractor etc. which were initially classified as technical and subsequently reclassified as Administrative or Auxiliary will also get the benefit under these instructions. In this connection, reference is invited to Council's Circular No.9-1/82-P.IV dated 28.5.82 according to which the incumbents of posts earlier classified as technical and subsequently reclassified as non-technical (administrative or auxiliary) were to derive all the benefits of technical service on personal basis. It is therefore clarified that such staff (Appendix II part C of Rules) will also get the benefit of removal of category bar between Cat.I and Cat. II in terms of Council's Circular of even number dated 1.2.1995.

The receipt of this letter may please be acknowledged.

Yours faithfully

Sd/-

( K.K. Bajpai)

Deputy Secretary(B)

F.No.14-3/94-Estt IV

Dated 22 September 1995

To

The Directors/Project Directors/Zonal Co-ordinators of the  
ICAR Research Institutes/Project Directorates/NRCs/Zonal  
Co-ordinating Units

**Subject: Amendment to Rule 6.4 of Technical Service Rules  
relating to Date of Effect of Benefit under Five-Yearly  
Assessment Scheme – Clarification –Regarding**

Sir,

Reference is invited to this Council's notification No.14(4)/94-E.IV dated 1 February, 1995 regarding amendment of Rule 6.4 of Technical Service Rules. As per amended rule merit promotion or grant of advance increments is to be given with effect from the date following the date of completion of 5 years in a grade. The amendment has been made effective from 1.1.1995. A question has been raised as to the date of effect of merit promotion or advance increments in respect of technical personnel completing 5 years of service as on 31.12.1994. In this connection it is clarified that the date of effect of assessment benefits for employees completing 5 years of service on 31.12.1994 will be 1.1.1995.

Yours faithfully,  
Sd/-  
(K.K. Bajpai)  
Deputy Secretary (B)

No.14(3)/94-Estt IV

Dated 1 February 1995

To

The Directors/Project Directors/Zonal Co-ordinators of  
ICAR Research Institutes /Project Directorates/National  
Research Centres/Zonal Co-ordinating Units

**Subject: Removal of Category Bar Between Cat.I and Cat. II.**

Sir,

The question of removal of category bar between Cat. I and Cat.II has been under consideration of the Council for the past some time. It has been decided with the approval of the Governing Body to remove the category bar between Cat.I and Cat.II in the following manner.

- (i) The existing employees at level T-1-3 who possess qualifications prescribed for entry to Cat.II by direct recruitment will be placed in grade T-II-3 of the Cat. II with effect from 1.1.1995. The employees who do not possess such qualifications will in the event of improving their qualifications and acquiring degree/diploma/any other qualification prescribed for entry in Cat.II by direct recruitment will be placed in grade T-II-3 from the 1 January of the year following the year in which degree/diploma/certificate is awarded. For subsequent merit promotion from grade T-II-3 to T-4 the service rendered in T-I-3 grade will be counted towards computation of five years of service for merit promotion.
- (ii) The employees with five years of service in grade T-2 and possessing qualifications prescribed for entry to Cat.II by direct recruitment, in the event of merit promotion through five yearly assessment in terms of Rule 6.2 will be placed in the grade T-II-3.
- (iii) The employees with five years of service in grade T-2 and not possessing qualifications prescribed for entry to Cat.II by direct recruitment will be placed in grade T-I-3 in the event of merit promotion through Five Yearly Assessment. Such employees in the event of improving their qualification and acquiring degree/diploma/any other qualification prescribed for entry in Cat.II by direct recruitment will in case of merit promotion be placed in grade T-II-3 from 1

January of the year following the year in which degree/  
diploma/certificate is awarded.

- (iv) Direct Recruitment in grade T-II-3 will be continued to be made as in the past.

Yours faithfully,  
Sd/-  
(K.K. Bajpai)  
DS (B)

F.No.14(4)/94-Estt IV

Dated 1 February 1995

**NOTIFICATION**

In exercise of the powers conferred under Bye Law 23 of the ICAR Society, the Governing Body with the approval of the President, ICAR, has made following amendments in the Rule 6.4 of Technical Service Rules.

**Existing Provision**

“Merit promotion or grant of advance increment (s) to the successful technical personnel who complete five years of service between 1 July and 31 December of a year shall be given with effect from 1 July of the following year and those who complete 5 years of service between the 1 January and 30 June of a year shall be given with the effect from 1 January of the following year”.

**Amended Provision**

“Merit promotion or grant of advance increments to the successful technical personnel will be given with effect from the date following the date of completion of five years of service in a grade.”

This amendment will be effective from 1.1.1995.

Yours faithfully,  
Sd/-  
( K.K. Bajpai)  
DS(B)

No.17-1/97.Esst IV

Dated 18 July 2000

To

The Directors, Project Directors of all ICAR Research Institutes/Project Directorates/National Research Centres/Bureaux (As per standard list)

**Subject: Regarding Rationalization of the Qualifications for the Post of Driver under the Council - Regarding**

Sir,

As you are aware, the matter relating to rationalization of the qualifications for the post of Driver has been under consideration of the Council for the past quite sometime. Keeping in view the difficulties faced by the Institutes in filling up of such posts, and the discussions held on the matter in various meetings of the Central Joint Staff Council (CJSC) of the ICAR, the matter was carefully considered from all angles in consultation with the Agricultural Scientists' Recruitment Board. A proposal was accordingly submitted to the 183rd Meeting of the Governing Body of the ICAR held on 28 April 2000 for its consideration. The Governing Body has approved the following modifications to rationalize the qualifications of the post of Driver under the technical service of the Council in the functional group 'Workshop'. The revised qualifications of the post of Driver as approved by the competent authority are, therefore, hereby notified for your information, guidance and necessary action.

### **Revised Qualifications**

#### *Essential*

- (i) Matriculation pass qualification from a recognized board;
- (ii) Possession of a valid and appropriate driving licence from prescribed Government Authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of Institute/Hqrs).

#### *Desirable*

- (i) One year trade certificate in the relevant field from ITI; or
- (ii) Experience of driving in a recognized Institution; or
- (iii) Experience of motor mechanic work

**Note:** Such Group 'D' / Supporting Staff borne on the regular establishment of the Institute/Hqrs concerned who were deployed continuously and uninterruptedly as drivers and completed not less than a period of one full year on such continuous deployment as on 29th June 1996 viz. the date of reclassification of the post of Driver, and who were otherwise, in all respects, fulfilling the eligibility for the post of Driver as per qualifications in force immediately prior to 29th June 1996, would as a special one time relaxation be treated as eligible Departmental candidates for selection along with sponsored candidates for the post of Driver at the respective Institute/ICAR Hqrs.

Yours faithfully,

Sd/-

( N S Randhawa)

Deputy Secretary (Admn)

Copy forwarded for information to:

1. All DDGs at ICAR Hqrs/National Director, NATP
2. The Secretary, Agric. Scientists' Rectt Board, KAB, New Delhi 110 012
3. Staff Officer to DG ICAR/Sr. PPS to DG, ICAR
4. PS to Secretary, ICAR/PS to FA(D)/ICAR
5. Director (Personnel)/Director (Finance)/Director (DARE)
6. All Deputy Secretaries at ICAR Hqrs, KB & KAB
7. All Under Secretaries at ICAR Hqrs, KB/KAB & NATP
8. The Secretary (SS) CJSC
9. The Asstt Director-General (CSC), ICAR, with reference to the letter No.13(1)/2000.CSC dated the 5th July 2000 forwarding therewith the approved proceedings of the 183rd Meeting of the GB held on 28th April 2000.
10. Guard File/Spare Copies (25)

(A S Sethi)  
Under Secretary (Tech.)  
18 July 2000

## Annexure 6

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र नीले कागज पर मुद्रित किया जाए  
**Note: APAR Form to be printed on Blue Paper**

भारतीय कृषि अनुसंधान परिषद के **वर्ग— I** के अंतर्गत आने वाले  
तकनीकी कर्मचारियों का

**वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन**

**Annual Performance Appraisal Report  
for  
Technical Employees  
of  
Indian Council of Agricultural Research  
under Category-I**

अधिकारी का नाम .....

Name of Officer .....

समाप्ति वर्ष/अवधि का प्रतिवेदन .....

Report for the year/period ending .....



भारतीय कृषि अनुसंधान परिषद मुख्यालय / संस्थान .....  
I.C.A.R. Headquarter / Institute .....

**प्रपत्र  
Form**

भारतीय कृषि अनुसंधान परिषद के वर्ग- I के अंतर्गत आने वाले तकनीकी कर्मचारियों का  
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report for Technical Employees of Indian Council of Agricultural  
Research under Category-I.

समाप्ति वर्ष / अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

**वैयक्तिक ब्यौरे  
PERSONAL DATA**

**भाग-1**  
Part-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)  
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम .....  
Name of the Officer .....
2. जन्म तिथि: (दिन/माह/वर्ष) अंकों में: ..... / ..... / .....  
शब्दों में: .....  
Date of Birth: (DD/MM/YYYY) ...../...../.....  
(In words).....
3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख: दिनांक ..... श्रेणी .....  
Date of continuous appointment to the present grade: Date ..... Grade .....
4. वर्तमान पद तथा उस पर नियुक्ति की तिथि: पद ..... दिनांक .....  
Present post and Date of appointment thereto: Post ..... Date .....
5. वर्ष में कार्य से अनुपस्थिति की अवधि .....  
(प्रशिक्षण, छुट्टी आदि पर)। यदि उक्त अधिकारी .....  
ने प्रशिक्षण लिया है तो उसका विवरण दें। .....  
Period of absence from duty (on training, .....  
Leave etc.) during the year. If he has under .....  
gone training specify. ....

**भाग – 2 – स्व मूल्यांकन**  
**Part-2 - SELF APPRAISAL**

**(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)**

(To be filled in by the Officer reported upon)

**(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)**

(Please read carefully the instructions before filling the entries)

**1. कर्तव्यों का संक्षिप्त विवरण**

Brief description of duties

--

2. .... से ..... तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार-वृत  
(दिया जाने वाला सार-वृत 100 शब्दों से अधिक न हो)

Brief resume of the work done by you during the year/period from ..... to .....  
(The resume to be furnished should be limited to 100 words)

स्थान / Place:  
दिनांक / Date:

अधिकारी, जिसकी रिपोर्ट लिखी जानी है, का हस्ताक्षर  
Signature of the officer reported upon  
Mobile No.: .....  
E.mail: .....

**भाग – 3 – रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन**  
**Part-3 - ASSESSMENT BY THE REPORTING OFFICER**

**(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)**  
 (Please read carefully the guidelines before filling the entries)

1. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जोकि 1 से 10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड से और 10 का तात्पर्य उच्चतम ग्रेड से है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

**(अ) कार्य निष्पादन का मूल्यांकन (इस खंड पर तरजीह 40% होगी)**  
 (A) Assessment of work output (weightage to this Section would be 40%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col. 2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) योजनाबद्ध कार्य/आवंटित विषयों के अनुसार आवंटित कार्य को पूरा करना। i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणवत्ता ii) Quality of work			
iii) टंकण में प्रवीणता (गति और परिशुद्धता) iii) Proficiency in typing (speed and accuracy)			
iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्ट्रों और चार्टों इत्यादि का रखरखाव iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
कार्य निष्पादन पर ग्रेडिंग (कुल [i से iv]/4) Overall Grading on 'Work Output' [(i to iv)/4]			

**(ख) व्यक्तिगत गुण/विशेषताओं का मूल्यांकन (इस खंड की तरजीह 30% होगी)**

(B) Assessment of personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col. 2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य के प्रति अभिवृत्ति i) Attitude to work			
ii) उत्तरदायित्व की भावना ii) Sense of responsibility			
iii) अनुशासन बनाए रखना iii) Maintenance of discipline			
iv) संप्रेषण कौशल iv) Communication skills			
v) विश्लेषणात्मक योग्यता v) Analytical ability			
vi) टीम में कार्य करने की योग्यता vi) Ability to work in team			
vii) समय-सीमा का पालन करने की योग्यता vii) Ability to meet deadline			
viii) अंतर्व्यक्तिक संबंध viii) Inter personal relations			
<b>वैयक्तिक गुण/विशेषताओं की समग्र ग्रेडिंग</b> Overall Grading on 'Personal Attributes' (Total [i to viii]/8)			

**(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड पर तरजीह 30% होगी)**

(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col. 2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) काम-काज के क्षेत्र में नियमों/विनियमों/पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly			
ii) समन्वय की योग्यता ii) Coordination ability			
iii) पहल iii) Initiative			
iv) कम्प्यूटर पर कार्य करने में प्रवीणता iv) Proficiency in working on computer			
<b>कार्यात्मक क्षमता पर समग्र ग्रेडिंग [(कुल i से iv)/4]</b> Overall Grading on 'Functional Competency' Total [(I to iv)/4]			

टिप्पणी: समग्र ग्रेडिंग, निर्धारित की गई तरजीह के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी।

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य / GENERAL

भाग - 4  
Part - 4

1. जनता के साथ संपर्क (जहाँ कहीं लागू हो)  
(कृपया जनता की अधिकारी तक पहुँच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें)  
Relations with the public (wherever applicable)  
(please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें)  
Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति  
State of Health

4. सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)  
Integrity (Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में) जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो। जहाँ भी लागू हो, प्रतिवेदन अवधि के दौरान GeM पर खरीद को बढ़ावा देने के लिए अधिकारी द्वारा उठाए गए कदमों पर टिप्पणी, GeM पर खरीद का प्रतिशत और कार्यालय में GeM के पूर्ण कार्यान्वयन के प्रति उसका रवैया भी दर्ज किया जा सकता है”  
Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures [ref. 3(A) & 3(B) of Part-2] and attitude towards weaker sections. “Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded”.

6. रिपोर्ट के भाग-III में खंड क, ख और ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग  
Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-III of the Report.

रिपोर्ट लिखने वाले अधिकारी का हस्ताक्षर  
Signature of the Reporting Officer

स्थान:  
Place: .....

दिनांक:  
Date: .....

नाम साफ अक्षरों में: .....  
Name in Block letters: .....  
पदनाम: .....  
Designation: .....  
प्रतिवेदन की अवधि में: .....  
During the period of Report: .....

भाग – 5 – समीक्षा अधिकारी द्वारा अभ्युक्तियां  
Part-5 – REMARKS OF THE REVIEWING OFFICER

1. समीक्षा अधिकारी के तहत सेवाकाल  
Length of service under the Reviewing Officer

2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग 3 और भाग 4(5)) (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिए गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें)  
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? (Ref: Part 3 & Part 4 (5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

3. असहमति की स्थिति में कारण बताएं। क्या ऐसा कुछ है जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं?  
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. अ.जा./अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति  
The attitude of the Reporting Officer in assessing the performance of SC/ST Officer

5. समीक्षा अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें।  
Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

6. रिपोर्ट के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग  
Overall numerical grading on the basis of weightage given in Section A, Section B and Section C in Part-3 of the Report.

समीक्षा अधिकारी का हस्ताक्षर  
Signature of the Reporting Officer

स्थान / Place: .....

नाम मोटे अक्षरों में: .....

Name in Block letters: .....

पदनाम: .....

Designation: .....

दिनांक / Date: .....

रिपोर्ट की अवधि के दौरान: .....

During the period of Report: .....

## अनुदेश INSTRUCTIONS

- वर्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके कैरियर में आगे की बढ़ोत्तरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः वह अधिकारी जिसकी रिपोर्ट लिखी जा रही है, रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को बड़ी जिम्मेदारी के साथ इस फार्म को भरने की जिम्मेदारी निभानी चाहिए।
- The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her Further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
- रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूँढने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को, उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरूचि अथवा समग्र व्यक्तित्व की कमियाँ अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
- Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a development 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.
- ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा ऊपरी तौर से भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
- The item 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.
- यदि समीक्षा अधिकारी इस बाबत संतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने उचित सावधानी और ध्यान के बिना ही रिपोर्ट लिख दी है तो वह भाग-5 के मद 2 में इस बाबत अभ्युक्ति दर्ज करेंगे/करेंगी। सरकार इस अभ्युक्ति को रिपोर्ट लिखने वाले अधिकारी के गोपनीय रोल में प्रविष्ट करेगी।
- If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part V. The Government shall enter the remarks in the APAR of the Reporting Officer.
- प्रत्येक उत्तर वर्णनात्मक रूप से दिया जाए। केवल उसे छोड़कर जहाँ आंकिक ग्रेडिंग दी जानी हो। उपलब्ध करवाया गया स्थान उत्तर की अपेक्षित लंबाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादे को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
- Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
- रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, को वर्ष के शुरू में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेगा। यदि कोई अधिकारी रिपोर्टाधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।
- The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
- यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि यह मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।
- Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development; the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
- प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, व्यवहार और सामर्थ्य की भी यथासंभव वास्तविक तस्वीर प्रस्तुत करें।
- It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
- यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टाधीन अवधि तक ही सीमित होना चाहिए।
- Assessment should be confined to the appraisee's performance during the period of report only.
- एक ही रैंक के कुछ पद अधिक श्रम-साध्य हो सकते हैं। किसी भी पद में तनाव का स्तर समय-समय पर बदल सकता है। इस तथ्यों को मूल्यांकन के दौरान मस्तिष्क में रखा जाना चाहिए और इन पर उपयुक्त रूप से टिप्पणी की जानी चाहिए।
- Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.



11. आंकिक ग्रेडिंग के साथ एपीएआर फार्म भरने संबंधी दिशा-निर्देश

11. Guidelines regarding filling up of APAR with numerical grading

- (i) वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट में स्तम्भ समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए।  
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह उम्मीद की जाती है कि 1 और 2 की कोई भी ग्रेडिंग का, (किए गए कार्य अथवा गुण अथवा समय ग्रेड के लिए) विशेष कमियों के माध्यम से चरित्र आंकलन में पर्याप्त रूप से औचित्य ठहराया जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य ठहराया जाए। 1-2 के ग्रेड और 9-10 के ग्रेड विरले मामलों में होंगे, अतः उनका औचित्य बताने की आवश्यकता है। आंकिक ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपने कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में ग्रेडिंग करनी चाहिए।  
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 8 और 10 के बीच ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'असाधारण' माना जाएगा और पैनल में शामिल किए जाने/पदोन्नति हेतु औसत स्कोर की गणना करने के उद्देश्य से 9 स्कोर दिया जाएगा।  
APARs graded between 8 and 10 will be rated as 'outstanding' and will be pen a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) 6 से अधिक और 8 से कम ग्रेड वाली वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट को 'बहुत अच्छा' माना जाएगा और 7 स्कोर दिया जाएगा।  
APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) 4 से अधिक 6 से कम ग्रेड वाली कार्य निष्पादन मूल्यांकन रिपोर्ट को 'अच्छा' माना जाएगा और 5 का स्कोर दिया जाएगा।  
APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) 4 से कम ग्रेड वाली कार्य निष्पादन मूल्यांकन रिपोर्ट को शून्य स्कोर दिया जाएगा।  
APARs graded below 4 will be given a score of zero.

टिप्पणी/ NOTE

सत्यनिष्ठा से संबंधित मद भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए:-

The following procedure should be followed in filling up the item relating to integrity:-

- i) यदि अधिकारी की सत्यनिष्ठा संदेह से परे है, ऐसे बताया जाए।  
i) If the officer's integrity is beyond doubt, it may be so stated.
- ii) यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए:  
ii) If there is any doubt of suspicion, the item should be left blank and action taken as under:
- (क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं जैसी भी स्थिति हो।  
(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
- (ख) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।  
(b) If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- (ग) यदि संदेह की पुष्टि हो जाती है, यह तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और ड्यूटी संबंधित अधिकारी को संसूचित कर दी जाए।  
(c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.
- (घ) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के आचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्रवाई की जानी चाहिए।  
(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 as indicated at b) and (c) above.

(गृह मंत्रालय का कार्यालय ज्ञापन सं. 51/4/84 स्था.(क) दिनांक 21.6.1965)

(Ministry of Home Affairs O.M. No. 51/4/84-Estt. (a) dated 21-6-1965).

## Annexure 7

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र सफेद कागज पर मुद्रित किया जाए

Note: APAR Form to be printed on White Paper

भारतीय कृषि अनुसंधान परिषद के वर्ग- II के अंतर्गत  
आने वाले तकनीकी कर्मचारियों का

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report**  
for  
**Technical Employees of Indian Council of Agricultural Research**  
under **Category-II**

अधिकारी का नाम .....

Name of Officer .....

समाप्ति वर्ष/अवधि का प्रतिवेदन .....

Report for the year/period ending .....

भारतीय कृषि अनुसंधान परिषद मुख्यालय / संस्थान .....

I.C.A.R. Headquarter / Institute .....

## प्रपत्र Form

भारतीय कृषि अनुसंधान परिषद के वर्ग-II के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report for Technical Employees of Indian Council of Agricultural Research under Category- II.

समाप्ति वर्ष / अवधि का प्रतिवेदन .....

Report for the year/period ending .....

## वैयक्तिक ब्यौरे PERSONAL DATA

### भाग-1

#### Part-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम .....

Name of the Officer .....

2. जन्म तिथि: (दिन/माह/वर्ष) अंकों में: ...../...../.....

शब्दों में: .....

Date of Birth: (DD/MM/YYYY) ...../...../.....

(In words).....

3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख: दिनांक ..... श्रेणी .....

Date of continuous appointment to the present grade: Date ..... Grade .....

4. वर्तमान पद तथा उस पर नियुक्ति की तिथि: पद ..... दिनांक .....

Present post and Date of appointment thereto: Post ..... Date .....

5. वर्ष में कार्य से अनुपस्थिति की अवधि .....

(प्रशिक्षण, छुट्टी आदि पर)। यदि उक्त अधिकारी .....

ने प्रशिक्षण लिया है तो उसका विवरण दें। .....

Period of absence from duty (on training, Leave etc.) during the year. If he has under gone training specify.

**भाग – 2** जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे जाने के लिए  
**Part-2** **TO BE FILLED IN BY THE OFFICER REPORTED UPON**

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)  
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण  
Brief description of duties

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में कार्य) की आठ-दस मंदा प्रथमिकता के आधार पर बतायें और प्रत्येक लक्ष्य पर अपनी उपलब्धि बताएँ (उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना) विशेष रूप से एवं वास्तव में GeM पोर्टल के माध्यम से नियोजित क्रय के संबंध में, उन सरकारी कर्मचारियों के लिए जिन्होंने संदर्भित अवधि के तहत क्रय को देखा।

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements
GeM पोर्टल जहाँ भी लागू हो के माध्यम से की जाने वाली प्रक्रियाएँ Procurements made through GeM portal (wherever applicable)	
<p>(i) मंत्रालय अनुभाग द्वारा/प्रभाग/ विभाग/ जैसा कि) खरीद के लिए आवंटित कुल बजट रिपोर्ट के गए अधिकारी के मामले में लागू हो सकता है। Total budget allocated for procurement by the Ministry/ Department/ Division/ Section in Rupees (as may be applicable in the case of the Officer Reported Upon).</p>	<p>(i) रिपोर्ट की अवधि के दौरान उसके द्वारा GeM पोर्टल के माध्यम से किए गए कुल खरीद (रु.) में। Total procurement through GeM portal made by him/her during the period of report (in Rs.) (ii) लक्ष्य में इंगित बजट के सापेक्ष GeM पोर्टल के माध्यम से की गई खरीद का % % of procurement through GeM portal as against the budget indicated in the target. (iii) GeM पोर्टल के बाहर की गई खरीदी प्रक्रियाएँ और उसके कारण। Procurements made outside GeM portal and the reasons therefor. (iii) मंत्रालय अनुभाग में/प्रभाग/विभाग/GeM के प्रचार के लिए उठाए गए कदम। Steps taken for promotion of GeM in the ministry/ Department/ Division/ Section.</p>

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं नहीं हों तो वे बताएं।  
(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियाँ रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

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

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।
4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reported upon

Mobile: .....

Email: .....

दिनांक  
Date: .....



**भाग – 3**

**Part-3**

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण अधिकारी द्वारा किया जाना है जो 1- के 10 पैमाने पर होना चाहिए, जहां न्यूनतम 1 श्रेणी और उच्चतम 10 श्रेणी का उल्लेख करता है। संख्यात्मक वर्गीकरण, जहां भी लागू हो, स्व मूल्यांकन में अधिकारी द्वारा रिकॉर्ड की गई टिप्पणी-विशेष रूप से खरीद के लिए GeM पोर्टल का उपयोग और विशेष रूप से कार्य आउटपुट के मूल्यांकन के तहत आवंटित विषयों के अनुसार आवंटित कार्य का आवंटन/ और कार्य के क्षेत्र में नियमों/ विनियमों/ क्रियाओं के ज्ञान/ प्रक्रिया और उन्हें सही ढंग से लागू करने की क्षमता/ प्रक्रिया के बारे में होना चाहिए।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly' under Assessment of functional Competency.

(कृपया प्रविष्टियों भरने से पहले दिशा-निर्देशों को ध्यान से पढ़ लें)  
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/ work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि/Quality of output			
iii) विश्लेषणात्मक योग्यता/Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/ unforeseen tasks performed			
<b>निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'</b>			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की अभिवृत्ति/Attitude to work			
ii) जिम्मेदारी का बोध/Sense of responsibility			
iii) अनुशासन का अनुरक्षण/Maintenance of discipline			
iv) संप्रेषण क्षमताएं/Communication skills			
v) नेतृत्व गुण/Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध/Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व/Overall bearing and personality			
<b>व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'</b>			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)  
 (C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
<b>प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'</b>			

**भाग – 4**  
**Part - 4**

**सामान्य**  
**GENERAL**

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)  
 Relations with the public (wherever applicable)  
 (जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)  
 (Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण  
 Training  
 (कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)  
 (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति  
State of Health

4. सत्यनिष्ठा  
Integrity  
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)  
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में) जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो। जहाँ भी लागू हो, प्रतिवेदन अवधि के दौरान GeM पर खरीद को बढ़ावा देने के लिए अधिकारी द्वारा उठाए गए कदमों पर टिप्पणी, GeM पर खरीद का प्रतिशत और कार्यालय में GeM के पूर्ण कार्यान्वयन के प्रति उसका रवैया भी दर्ज किया जा सकता है।

Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures [ref. 3(A) & 3(B) of Part-2] and attitude towards weaker sections. "Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded".

6. प्रतिवेदन के भाग-3 के खंड अ, ब और स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-3 of the Report.

प्रतिवेदन अधिकारी का हस्ताक्षर  
Signature of the Reporting Officer

स्थान:  
Place: .....

नाम साफ अक्षरों में:  
Name in Block Letters: .....

दिनांक:  
Date: .....

पदनाम:  
Designation: .....  
प्रतिवेदन की अवधि में:  
During the period of Report: .....

**भाग – 5**

**Part - 5**

1. पुनर्विलोकन अधिकारी की अभियुक्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3(अ)(IV) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तम्भ में दें तथा विद्यमानता के आद्याक्षर करें)।

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/ significant failures of the officer reported upon? (Ref: Part-3A (IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं No
------------	------------

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strength and his attitude towards weaker sections.

--

5. प्रतिवेदन के भाग-3 में खंड-अ, खंड-ब और खंड-स में दिए गए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer

स्थान:

Place: .....

नाम साफ अक्षरों में:

Name in Block Letters: .....

पदनाम:

Designation: .....

दिनांक:

Date: .....

प्रतिवेदन की अवधि में:

During the period of Report: .....

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशा-निर्देश**  
**Guidelines regarding filling up of APAR with numerical grading**

- (i) एपीएआर के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।  
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।  
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।  
APARs graded between 8 and 10 will be rated as "outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/ promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जाएगा।  
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जाएगा।  
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जाएगा।  
APARs graded below 4 will be given a score of "Zero".

## Annexure 8

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र गुलाबी कागज पर मुद्रित किया जाए

Note: APAR Form to be printed on Pink Paper

भारतीय कृषि अनुसंधान परिषद के वर्ग- III के अंतर्गत  
आने वाले तकनीकी कर्मचारियों का

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report**  
for  
**Technical Employees of Indian Council of Agricultural Research**  
under **Category-III**

अधिकारी का नाम .....

Name of Officer .....

समाप्ति वर्ष/अवधि का प्रतिवेदन .....

Report for the year/period ending .....

भारतीय कृषि अनुसंधान परिषद मुख्यालय / संस्थान .....

I.C.A.R. Headquarter / Institute .....

## प्रपत्र Form

भारतीय कृषि अनुसंधान परिषद के वर्ग-III के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report for Technical Employees of Indian Council of Agricultural Research under Category- III.

समाप्ति वर्ष / अवधि का प्रतिवेदन .....

Report for the year/period ending .....

## वैयक्तिक ब्यौरे PERSONAL DATA

### भाग-1

#### Part-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम .....

Name of the Officer .....

2. जन्म तिथि: (दिन/माह/वर्ष) अंकों में: ...../...../.....

शब्दों में: .....

Date of Birth: (DD/MM/YYYY) ...../...../.....

(In words).....

3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख: दिनांक ..... श्रेणी .....

Date of continuous appointment to the present grade: Date ..... Grade .....

4. वर्तमान पद तथा उस पर नियुक्ति की तिथि: पद ..... दिनांक .....

Present post and Date of appointment thereto: Post ..... Date .....

5. वर्ष में कार्य से अनुपस्थिति की अवधि .....

(प्रशिक्षण, छुट्टी आदि पर)। यदि उक्त अधिकारी .....

ने प्रशिक्षण लिया है तो उसका विवरण दें। .....

Period of absence from duty (on training, Leave etc.) during the year. If he has under gone training specify.



**भाग – 2** जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे जाने के लिए  
**Part-2** **TO BE FILLED IN BY THE OFFICER REPORTED UPON**

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)  
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण  
Brief description of duties

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में कार्य) की आठ-दस मंदाे प्राथमिकता के आधार पर बतायें और प्रत्येक लक्ष्य पर अपनी उपलब्धि बताएँ (उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना) विशेष रूप से एवं वास्तव में GeM पोर्टल के माध्यम से नियोजित क्रय के संबंध में, उन सरकारी कर्मचारियों के लिए जिन्होंने संदर्भित अवधि के तहत क्रय को देखा।

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

लक्ष्य / उद्देश्य / ध्येय Targets/Objectives/Goals	उपलब्धियाँ Achievements
GeM पोर्टल जहाँ भी लागू हो के माध्यम से की जाने वाली प्रक्रियाएँ Procurements made through GeM portal (wherever applicable)	
<p>(i) मंत्रालय अनुभाग द्वारा/प्रभाग/ विभाग/ जैसा कि) खरीद के लिए आवंटित कुल बजट रिपोर्ट के गए अधिकारी के मामले में लागू हो सकता है। Total budget allocated for procurement by the Ministry/ Department/ Division/ Section in Rupees (as may be applicable in the case of the Officer Reported Upon).</p>	<p>(i) रिपोर्ट की अवधि के दौरान उसके द्वारा GeM पोर्टल के माध्यम से किए गए कुल खरीद (रु.) में। Total procurement through GeM portal made by him/her during the period of report (in Rs.) (ii) लक्ष्य में इंगित बजट के सापेक्ष GeM पोर्टल के माध्यम से की गई खरीद का % % of procurement through GeM portal as against the budget indicated in the target. (iii) GeM पोर्टल के बाहर की गई खरीदी प्रक्रियाएँ और उसके कारण। Procurements made outside GeM portal and the reasons therefor. (iii) मंत्रालय अनुभाग में/प्रभाग/विभाग/GeM के प्रचार के लिए उठाए गए कदम। Steps taken for promotion of GeM in the ministry/ Department/ Division/ Section.</p>

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं नहीं हों तो वे बताएं।  
(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियाँ रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

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

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।
4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reported upon

Mobile: .....

Email: .....

दिनांक  
Date: .....

**भाग – 3**

**Part-3**

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण अधिकारी द्वारा किया जाना है जो 1- के 10 पैमाने पर होना चाहिए, जहां न्यूनतम 1 श्रेणी और उच्चतम 10 श्रेणी का उल्लेख करता है। संख्यात्मक वर्गीकरण, जहां भी लागू हो, स्व मूल्यांकन में अधिकारी द्वारा रिकॉर्ड की गई टिप्पणी-विशेष रूप से खरीद के लिए GeM पोर्टल का उपयोग और विशेष रूप से कार्य आउटपुट के मूल्यांकन के तहत आवंटित विषयों के अनुसार आवंटित कार्य का आवंटन/ और कार्य के क्षेत्र में नियमों प्रक्र/ विनियमों/ क्रियाओं के ज्ञान/ प्रक्रिया और उन्हें सही ढंग से लागू करने की क्षमता/ प्रक्रिया के बारे में होना चाहिए।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly' under Assessment of functional Competency.

(कृपया प्रविष्टियों भरने से पहले दिशा-निर्देशों को ध्यान से पढ़ लें)  
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/ work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि/ Quality of output			
iii) विश्लेषणात्मक योग्यता/ Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/ किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/ unforeseen tasks performed			
<b>निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'</b>			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की अभिवृत्ति/ Attitude to work			
ii) जिम्मेदारी का बोध/ Sense of responsibility			
iii) अनुशासन का अनुरक्षण/ Maintenance of discipline			
iv) संप्रेषण क्षमताएं/ Communication skills			
v) नेतृत्व गुण/ Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध/ Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व/ Overall bearing and personality			
<b>व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'</b>			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)  
 (C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
<b>प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'</b>			

**भाग – 4  
Part - 4**

**सामान्य  
GENERAL**

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)  
 Relations with the public (wherever applicable)  
 (जनता की आवश्यकतओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)  
 (Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण  
 Training  
 (कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)  
 (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति  
State of Health

4. सत्यनिष्ठा  
Integrity  
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)  
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में) जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो। जहाँ भी लागू हो, प्रतिवेदन अवधि के दौरान GeM पर खरीद को बढ़ावा देने के लिए अधिकारी द्वारा उठाए गए कदमों पर टिप्पणी, GeM पर खरीद का प्रतिशत और कार्यालय में GeM के पूर्ण कार्यान्वयन के प्रति उसका रवैया भी दर्ज किया जा सकता है।

Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures [ref. 3(A) & 3(B) of Part-2] and attitude towards weaker sections. "Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded".

6. प्रतिवेदन के भाग-3 के खंड अ, ब और स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-3 of the Report.

प्रतिवेदन अधिकारी का हस्ताक्षर  
Signature of the Reporting Officer

स्थान:  
Place: .....

नाम साफ अक्षरों में:  
Name in Block Letters: .....

दिनांक:  
Date: .....

पदनाम:  
Designation: .....  
प्रतिवेदन की अवधि में:  
During the period of Report: .....



**भाग – 5**

**Part - 5**

1. पुनर्विलोकन अधिकारी की अभियुक्ति:

REMARKS OF THE REVIEWING OFFICER:

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3(अ)(IV) तथा भाग-4(5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तम्भ में दें तथा विद्यमानता के आद्याक्षर करें)।

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/ significant failures of the officer reported upon? (Ref: Part-3A (IV) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं No
------------	------------

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strength and his attitude towards weaker sections.

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5. प्रतिवेदन के भाग-3 में खंड-अ, खंड-ब और खंड-स में दिए गए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer

स्थान:

Place: .....

नाम साफ अक्षरों में:

Name in Block Letters: .....

पदनाम:

Designation: .....

दिनांक:

Date: .....

प्रतिवेदन की अवधि में:

During the period of Report: .....

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशा-निर्देश**  
**Guidelines regarding filling up of APAR with numerical grading**

- (i) एपीएआर के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।  
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।  
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।  
APARs graded between 8 and 10 will be rated as "outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/ promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जाएगा।  
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जाएगा।  
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जाएगा।  
APARs graded below 4 will be given a score of "Zero".



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*New Delhi - 110 001*

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**F.No. 18(1)/2004-Estt.IV**

**Dated 26 Dec., 2005**

**To**

**All the Directors/Project Directors of ICAR Research Institutes/  
 NRCs/Bureaux**

**Sub: Career Advancement of Technical Employees- Merit Promotion  
 Under Rule 6 of TSR – guidelines – reg.**

**Sir,**

The Career Advancement of technical employees takes place in the manner indicated in Rule 6 of the Handbook of Technical Services, Fourth Edition. It is inter-alia provided that there shall be a system of merit promotion from one grade to the next higher grade, on the basis of assessment of performance. The procedure for assessment is incorporated in Appendix 'III' of the Handbook of Technical Services which has been supplemented by Council's circulars No. 7(18)/85-Per.III dated 2<sup>nd</sup> May, 1989 and 18(5)/98-Estt.IV dated 22<sup>nd</sup> April, 1998 wherein benchmark for assessment promotion was prescribed. The existing instructions including the benchmark for assessment promotion have been reviewed in the Council and it has been decided to prescribe the following guidelines for consideration of cases for career advancement:

1. The following material shall be taken into consideration for assessment as per Appendix 'III' of the Handbook of TSR:-

- a. The material furnished in the 5/7/10 yearly assessment Proforma.
- b. ACRs for the past 5/7/10 years.
- c. Performance record files maintained by the technical personnel
- d. Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the ICAR.

'c' & 'd' is applicable only in the cases of technical employees in category 'III'.

*[Handwritten signature]*

2. The evaluation of ACRs for the assessment period(5/7/10 years, as the case may be) vide foregoing para 1(b), shall carry 80 marks and evaluation of remaining material by the Assessment Committee shall carry 20 marks .

3. The evaluation of ACR shall be done in the following manner:

3.1 The ACRs relevant for the period of assessment (5/7/10 years as the case may be) are to be considered. In cases where the period of assessment does not synchronize with financial year, the ACR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration. For example, in a case where the 5 year period of assessment ends on 31<sup>st</sup> July, 2005, the ACRs of 2000-01, 2001-02, 2002-03, 2003-04 & 2004-05 are to be taken into account.

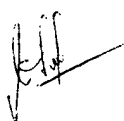
3.2 Cases where one or more ACRs of relevant period have not been written for any reason, are to be dealt with in accordance with DOPT OM No. 22011/5/86-Estt.(D) dated 20<sup>th</sup> June, 1989 read with corrigendum dated 13<sup>th</sup> July, 1989. It reads as under :

*"Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered."*

In cases of absence on account of Study Leave, a certificate from the Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the ACR dossier.

3.3 The ACRs relevant for the assessment period(5/7/10 years as the case may be) are to be numerically rated on the basis of final grading as accepted/approved by the Reviewing Authority in the following manner:

- |      |                         |   |          |
|------|-------------------------|---|----------|
| i)   | Each Outstanding Report | - | 80 marks |
| ii)  | Each Very Good Report   | - | 60 marks |
| iii) | Each Good Report        | - | 40 marks |
| iv)  | Each Average Report     | - | 20 marks |



The total marks so arrived at are to be divided by the number of ACRs considered for assessment (5/7/10 years, as the case may be) to arrive at the weightage for ACRs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of ACRs shall not exceed 80 in any case.

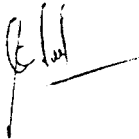
4. The Assessment Committee shall examine the other material, as referred to in the foregoing para 1, and award marks on a scale of 20. The marks so awarded out of 20, shall be added to the marks awarded on the basis of the evaluation of ACRs. The merit promotion from one grade to next higher grade shall be made only if an employee meet the following threshold :

- |  |       |
|--|-------|
| (i) For promotion from T-1 to T-2 grade and T-2 to T-3 grade                   | = 60% |
| (ii) For promotion from T-3 to T-4 grade T-4 to T-5 grade and T-5 to T-6 grade | = 67% |
| (iii) For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade            | = 75% |

0.5 % and above marks are to be rounded off to the next higher number.

5. Directors are expected to ensure that complete and correct information is furnished to the Assessment Committees and the Members are made familiar with the provisions of the Rules and instructions. An administrative functionary of appropriate rank (say AAO/AO/SAO/CAO/US) may be assigned to assist the Committee as Member Secretary.

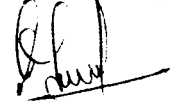
6. To the extent possible, efforts should be made to identify suitable experts for nomination to Assessment Committee from places not very far away from the institute so as to timely convene the meetings.



7. These instructions supersede previous instructions on the subject vide No. 7-18/1985-Per.III dated 2<sup>nd</sup> May, 1989 No. 18-5/98-Estt.IV dated 22<sup>nd</sup> April, 1998 and shall be applicable to cases of assessment which become due on 1st Jan, 2006 and thereafter.

Hindi version will follow.

Yours faithfully,



**(S.P.SANWAL)**  
**UNDER SECRETARY(TS)**

**Copy to:**

- 1. All officers at ICAR Hqrs. in Krishi Bhavan, KAB-I and KAB-II.**
- 2. All Sections at ICAR Hqrs. in Krishi Bhavan, KAB-I & KAB-II.**



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

Annexure 9.1

F.No. 18(1)/2004-Estt.IV

Dated, the 11<sup>th</sup> June, 2010

To

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

Sub.: Amendment in the guidelines regarding merit promotion of technical employees

Sir,

Reference is invited to Council's letter No. 18-1/97-Estt.IV dated 3.2.2000 vide which certain amendments in the technical service rules were notified. It has been decided with the approval of GB (216<sup>th</sup> meeting held on 9.4.2010) to amend para 2(v) of the aforesaid letter in the manner indicated below :

Existing Provision	Proposed Provision
The existing assessment system based upon the CCR gradings and records of performance of personnel as reflected in the assessment reports / proforma as well as the prescribed benchmark for assessment promotions of 'Good' for Cat.I and II and 'Very Good' for Cat. III respectively would continue as such, but for the sake of uniformity, it has been decided that the assessment committees should determine the benchmark for the relevant period only in accordance to the instructions of the Department of Personnel and Training for determination of benchmark as under selection method, issued from time to time	Assessment procedure for grant of merit promotion shall be as per appendix III to the Handbook of Technical Services. The benchmark for merit promotion shall be notified by the Council from time to time.

Further, in view of the policy of affirmative action for improving the lot of SC/ST category employees, following decisions have been taken with the approval of GB (216<sup>th</sup> meeting held on 9.4.2010).

- (i) In future one of the member of the Assessment Committee constituted for grant of merit promotion in terms of Appendix III to the handbook of Technical Services, IVth edition shall be from SC/ST community.

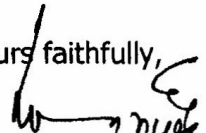
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- (i) The existing promotion benchmark shall be revised in the manner indicated below.

Grade	Existing benchmark as per Council's circular No. 18(1)/2004-Estt.IV dated 26.12.2005 (approved by GB in its 202 <sup>nd</sup> meeting dated 23.11.2005)	Revised benchmark	
		For SC/ST	For others
For promotion from T-1 to T-2 grade and T-2 to T-3 grade	60%	55%	60%
For promotion from T-3 to T-4 grade, T-4 to T-5 grade and T-5 to T-6 grade	67%	62%	67%
For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade	75%	70%	75%

These amendments shall be effective from the date of issue of these instructions. Cases decided as per earlier instructions shall not be reopened.

Yours faithfully,  


(RAJIV MEHRISHI)  
ADDL. SECRETARY, DARE & SECRETARY, ICAR

Copy to :

1. SPPS to Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR
3. PS to AS & FA, DARE
4. SA to Chairman, ASRB
5. All DDGs
6. ND, NAIP
7. PD, DIPA
8. ADG (Cdn.)
9. All Directors / Deputy Secretaries / Secretary, ASRB / Under Secretaries at ICAR Hqrs.
10. Shri Hans Raj, Information System Officer, (DIPA) KAB I for putting in the ICAR Web-Site.
11. All officers/sections at ICAR Hq./KAB I & II
12. Cdn. Section for giving Index Number
13. PD, DIPA, for compilation of circulars / instructions
14. Gov. Cell as report of action taken



## Chapter-8

### PROMOTION

#### 8.1 Scientific

##### 8.1.1 Eligibility Criteria

Consequent upon adoption of UGC pay package for the scientists of the ICAR including Research Management Position the Council has also adopted the Career Advancement Scheme of the UGC for Scientists. The existing career advancement scheme of the UGC has been made applicable to the Scientists w.e.f. 1.1.2009.

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

- (i) A Scientist with completed service of four years, possessing Ph.D degree in the relevant discipline shall be eligible for RGP of Rs. 7000.
- (ii) A Scientist possessing M.Phil/M.Tech/M.Sc.(AG)/M.V.Sc/M.F.Sc. Degree shall be eligible for RGP of Rs. 7000 after completion of five years service as Scientist.
- (iii) A Scientist who does not have Ph.D or M.Phil degree shall be eligible for RGP of Rs. 7000 after completion of six years service as Scientist.
- (iv) A Scientist with completed service of five years in the RGP of Rs. 7000/- shall be eligible subject to other requirements as may be laid down by ICAR, to move upto RGP of Rs. 8000.
- (v) A Scientist on completion of three years of service in the RGP of Rs. 8000 and possessing Ph.D degree in the relevant discipline shall be eligible subject to other conditions as may be laid down by ICAR, to move to the pay band of Rs. 37400-67000 with RGP of Rs. 9000 and shall be designated as Senior Scientist.
- (vi) A non-Ph.D Scientist on completion of 3 years of service in the RGP of Rs. 8000 shall be eligible subject to other conditions as may be laid down by ICAR to move to the pay band of Rs. 37400-67000 with RGP of Rs. 9000 and shall continue to be designated as Scientist. On acquiring Ph.D degree, the Scientist shall be designated as Senior Scientist.
- (vii) A Senior Scientist on completion of three years of service in RGP of Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed/designated as Principal Scientist, subject to other conditions as may be laid down by ICAR. The pay band for the post of Principal Scientist would be Rs. 37400-67000 with RGP of Rs. 10000.



- (viii) The upward movement of Scientists as per para 8.1.1 to 8.5.7 would be in accordance with evaluation procedure such as the score card system etc. to be notified separately.
- (ix) On placement at each higher stage of RGP under the CAS, pay fixation will be done as per Rule 13 of CCS (RP) Rules, 2008.

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

## Counting of past service

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

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the ICAR for Scientist, Senior and Principal Scientist as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Scientist, Senior Scientist and Principal Scientist.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Scientist, Senior Scientist and Principal Scientist should possess the same minimum qualifications as prescribed by the ICAR for appointment to the post of Scientist, Senior Scientist and Principal Scientist as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government /ICAR/concerned institutions for such appointments.
- (f) The previous appointment was not as guest lecture for any duration or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that :
  - i) The period of service was of more than one year duration.
  - ii) The incumbent was appointed on the recommendations of duly Constituted Selection Committee; and
  - iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

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

## Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay:

Reference is invited to the Council endorsement No. 24(1)/2008-CDN(A&A) dated 8th January, 2013 vide which the Ministry of Finance, Department of Expenditure OM No.



10/02/2011-E.III/A dated 7th January, 2013 regarding fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay, was endorsed. It has come to the notice of the Council that some of the ICAR Institutes have extended the benefit of fixation of pay under FR22(1) (a) (1) in the manner as prescribed in Rule 13(i) of the CCS(RP) Rules, 2008 to the Incumbent Directors and other scientists holding Research Management Positions and other tenurial positions such as Project Coordinators, Heads of Divisions etc. in terms of the above referred OM of Ministry of Finance.

In this connection, attention is invited to the last para of the Ministry of Finance, Department of Expenditure OM dated 7th January, 2013 which provides as under:

“That in cases of promotion from one post to another where the promotional post carries the same Grade pay as the feeder post, the fixation of pay in such cases will be done in the manner as prescribed in Rule 13(1) of the CCS(RP) Rules, 2008, **provided fixation of pay in such cases was done prior to 1.1.2006 in terms of this Ministry’s aforesaid OM No. 169/2/2000-IC dated 24.11.2000.**”

As already clarified by the Council vide circular of even No. dated 28th November, 2002, the benefit of fixation of pay under FR22(I) (a) (1) can not be made applicable to the incumbents of Research Management Positions and other tenurial positions, as they are appointed in the post on a fixed tenure. Since the benefit of fixation of pay under FR 22(I) (a) (1) was not extended to the incumbent of Research Management Positions and other tenurial positions in ICAR prior to 1.1.2006 in terms of Ministry of Finance, OM No. 169/2/2000-IC dated 24.11.2000, the benefit as envisaged in the Ministry of Finance, Department of Expenditure OM dated 7th January, 2013 endorsed vide Council’s endorsement dated 8th Feb., 2013 can not be made applicable in the cases of incumbents of Research Management Positions and other tenurial positions in ICAR. In case any benefit of fixation of pay under the above rules has already been extended, necessary recoveries may be effected under the intimation to the Council.

**(ICAR No. 8(03)/99-Per.IV dated 23.5.2013)**

### 8.1.2 Assessment Committees

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

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

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



## Promotion

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

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

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

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

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

A Scientist with service of five years in the RGP Rs. 7000/- shall be eligible subject to other requirements as may be laid down by ICAR to move up to RGP of Rs. 8000/- and shall be re-designated as Sr. Scientist subject to possession of Ph.D Degree. However, non-Ph.D Scientist in the RGP of Rs. 8000/- and Rs. 9000/- will continue to be designated as Scientist as per the provision of the scheme of revised CAS. Accordingly, Para 5.4 of the Council's letter No. 1(1)/2009-Per.IV dated 6.3.2009 shall stand amended to this extent.

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

### 8.1.3 Score Card

- 8.1.3 (i) The salient features of the revised performance evaluation/score card for upward movement of Scientists.
- 8.1.3 (ii) The Score-card has been devised specifically for Scientists primarily engaged in (i) research, (ii) research & teaching, (iii) research and extension, (iv) scientists of NAARM, ZPDs, AICRPs and ICAR headquarters. The application format for considering evaluation has also been appropriately devised for the above mentioned categories to consider and assess various specialized activities undertaken by the scientist in totality.
- 8.1.3 (iii) The minimum marks (cut off % age) required for placement in the next RGP /promotion shall be 75% at each stage of evaluation.
- 8.1.3 (iv) A deferred placement at each stage of evaluation has been approved for such of those Scientists who fall short of the cut-off marks by not more than 2 marks. Such Scientists will not be required to submit fresh assessment form and will stand promoted to the next grade pay after one year from the due date of assessment.
- 8.1.3 (v) However, those Scientists whose score falls short by more than 2 marks will have to submit their assessment forms for evaluation after 2 years from the date of their first evaluation.



- 8.1.3 (vi) The application form for performance evaluation and the score-card with all other details have been uploaded and may be accessed from the ICAR website. A copy of the summary of the score card is at **Appendix-XV**.
- 8.1.3 (vii) All placements/promotions to the next higher grade pay falling due on or after 1.1.2009 may be regulated strictly in accordance with these guidelines.

### Score Card Clarification

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

- 8.1.3 (viii) All other parameters and criteria for evaluation shall remain the same.
- 8.1.3 (ix) As mentioned earlier, all placements/promotions of ARS Scientists to the next higher grade pay falling due on or after 1.1.2009 shall be regulated in accordance with these guidelines. However, these guidelines shall not be applicable for movement from RGP Rs. 8000/- in respect of all Senior Scientists who were appointed either by direct selection or were placed as Senior Scientist/Scientist (SG) by virtue of the erstwhile CAS during the period 1.1.2006 to 31.12.2008. But placement/promotion of all directly recruited Senior Scientists appointed on or after 1.1.2009 shall be governed by these guidelines.
- 8.1.3 (x) As in the past, the ASRB shall be conducting the assessment and placement of Scientists from the Research Grade Pay of Rs. 9000/- only and assessment of all other cases shall be initiated and processed as per existing instructions at the respective Institutes. The proceedings along with all relevant documents shall be forwarded to the Council's Headquarters for obtaining the approval and acceptance of the Competent Authority in the Council.

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

### 8.1.4 Scrutiny of Recommendations

- 8.1.4.1 The recommendations received from the ASRB relating to movement from one grade to another grade under the Career Advancement Scheme are scrutinized at the ICAR Headquarter before submitting them to the Competent Authority namely President of the ICAR. The recommendations are scrutinized from the following angles:
  - a) Whether there are adverse remarks if any
  - b) Whether the concerned Scientist had scored the required percentage of marks as per Score card
  - c) Whether he/she is clear from Vigilance angle



- d) Whether there is any period treated as dies-non /break in service
- e) Whether constitution of the DPC/Selection Committee is as per approved composition
- f) Whether the AAR of the concerned scientist are valid

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

### 8.1.5 Competent Authority

The Competent Authority for approving recommendations of the Assessment committee is the President ICAR.

## 8.2 Technical

### 8.2.1 Eligibility Criteria

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

**(Para 6.1. of TSR 4th Edition)**

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

**(Para 6.3 of TSR 4th Edition)**

Note(1): The technical personnel working in grade T-7 & grade T-8 & T-7/8 may be considered for merit promotion to grade T-9 after they have rendered service of 7 years in grade T-7 or combined service of seven years in grade T-7, T-8 & T-7/8 as on 3.2.2000 and thereafter.

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

### 8.2.2 Advance Increment(s)

The Council clarified that as per scheme of technical service rules 6.13/6.1, it is provided that the assessment committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in the Technical Service Rules and on the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s) as the case may be. The number of advance increments to be given will not exceed three. However it is noticed that the interpretation is being given to this provision that if an officer does not benefit monetarily from promotion, he can be given



advance increments in preference to promotion if such advance increments are monetarily more beneficial to him. It is considered view of the ICAR HQ that this interpretation is a complete travesty of the concept of promotion. Essentially, promotion is an encouragement by the organization employing an individual, of the individual's capacity to shoulder a higher order of obligations. Monetary gain is only incidental process of promotion. It is, therefore clarified that there is no provision in the rules to give increments in preference to promotion to those who qualify for promotion under rules. If an official qualifies for promotion, the option of giving him advance increments in lieu of promotion is not available under the rules.

**(ICAR letter 11-67/2001-Estt.IV dated 31-5-2004)**

The concept of category bar for purpose of merit promotion was done away with in 1995 and 2000 for category-II and III respectively. As a result, employees in grade T-1-3 and T-5 became eligible for merit promotion. Therefore, the rationale for their eligibility for grant of advance increments ceased to exist as clarified vide circular No. 19(7)/2000/Estt. IV dated 8.9.2003. However, in case of grade T-9, it is classified that the employees with 5 years of service in grade T-9 are eligible for consideration for grant of advance increments on the basis of 5 yearly assessment subject to maximum of three advance increments within the grade.

**(ICAR No. 19(7)/2000-Estt.IV dated 8.9.2003)**

**(ICAR No. 19(37)/04-E.IV dated 16.3.2006)**

Consequent on 6th Central Pay revision effective 1.1.2006, several pay scales have been replaced by four pay bands and a new concept of grade pay a fixed amount corresponding to the pre-revised pay scale/post has been introduced which is admissible in addition to pay in the running pay band. The rate of increment in the revised pay structure is 3% of the sum of the pay in the pay band and the applicable grade pay. In case of promotion, a raise of one increment in pay band and the grade pay corresponding to the promotion post is granted. Thus, in most cases, even after promotion, the pay band remains the same. Therefore, the financial benefit of 3 advance increment(s) is to be restricted to one increment wherever more than one advance increment is recommended by the assessment committee.

**(ICAR No. 11(15)/2006.Estt.IV dated 18.1.2010)**

Under Rules 6.1 of the ICAR Technical Service Rules, there is a system of merit promotion from one grade to next higher grade irrespective of the occurrence of the vacancies in the higher grade or grant of advance increment(s) in the same grade on the basis of the assessment of performance. Consequent to the implementation of CCS (Revised) Pay Rules, 2008, grant of advance increments to technical employees has been reviewed in consultation with the Ministry of Finance. It has now been decided as follows:

1. The pay of the employees who have been granted advance increment(s) prior to 1.1.2006 may be fixed in the revised pay structure corresponding to the stage at which their basic pay was as on 1.1.2006.





## Promotion

2. In case of employees who have been granted advance increment(s) between 1.1.2006 and 31.8.2008 under the Revised Pay, Rules 2008 such employees will only be granted annual increments on 1st July of every year. No advance increments corresponding to the advance increments granted under the pre-revised pay scale will be granted to them during the period between 1.1.2006 and 31.8.2008 while making their due-drawn statement. During this period advance increment will be given as per the fixed amount approved by the Ministry of Finance.
3. Only one advance increment at the following rates may be granted to those technical personnel who have been recommended /approved for grant of advance increment w.e.f. 1.1.2006.

Grade	Pay Band	Grade Pay	Amount of one advance increment (3% of the minimum pay in the pay band)
T-1	5200-20200/PB-1	2000/-	156
T-2	5200-20200/PB-1	2400/-	156
T-3	5200-20200/PB-1	2800/-	156
T-4	9300-34800/PB-2	4200/-	279
T-5	9300-34800/PB-2	4600/-	279
T-6	15600-39100/PB-3	5400/-	468
T(7-8)	15600-39100/PB-3	6600/-	468
T-9	15600-39100/PB-3	7600/-	468

The following examples would clarify the matter further:-

Case 1- Where the employee was in receipt of advance increments prior to 1.1.2006

Basic pay of an employee in Cat.II, T-4 grade in the pre-revised pay scale of Rs. 5500-175-9000 as on 31.12.2005	Rs. 6550/- + Rs. 350 (2 advance increments @ Rs. 175/-)
Pay to be fixed in the revised pay Band of PB-2 Rs. 9300-34800 w.e.f. 1.1.2006	Rs. 16390 (Rs. 12190 + Rs. 4200) + RS. 279

Note: The advance increments will not be taken into account while fixing the pay w.e.f. 1.1.2006.

\* only one advance increment in the revised pay band as per rates approved by MOF.

Case-II (a) – Where the employee was granted advance increment from 1.1.2006 in the pre-revised scale (prior to the issuance of VI CPC orders)

Basic pay of an employee in T-4 grade in the pre-revised grade of Rs. 5500-175-9000	Rs. 6550/-
Pay fixed in the pre-revised scale after being granted two advance increments .w.e.f. 1.1.2006	Rs. 6550/- + Rs. 350 (2 advance increments @ Rs.
Pay fixed in the revised Pay Band of PB-2 of Rs. 9300-34800 + Rs. 4200 w.e.f. 1.1.2006	Rs. 16390 + Rs. 279/-*
Pay as on 1.7.2006 after granting annual increment	Rs. 16390 + Rs. 500 (annual increment) + Rs. 279* Rs. 16890/- + Rs. 279* (*advance increment)



After 1.1.2006 only one advance increment @ prescribed by MOF

Case II (b) - Where the employee was granted advance increment from a date after 1.1.2006 and prior to 1.9.2008 in the pre-revised scale (prior to the issuance of VI CPC orders.

Basic pay of an employee in T-4 grade as on 1.1.2008 Pay in the pre-revised scale of Rs. 5500-175-9000	Rs. 6550/-
Pay fixed after being granted two advance increments w.e.f. 1.8.2006	Rs. 6550/- + Rs. 350(advance increment)
Pay fixed in the revised Pay Band of PB-2 Rs. 9300-34800 + 4200 w.e.f. 1.1.2006	Rs. 16390 (Rs. 12190 + 4200)
Pay fixed after giving one normal increment w.e.f. 1.7.2006	Rs. 16390+ Rs. 500 (annual increment) = 16890/-
Pay fixed after giving one advance increment w.e.f. 1.8.2006	Rs. 16890 + Rs. 279 * (advance increment)
Pay fixed after giving one normal increment w.e.f. 1.7.2007	Rs. 16890 + Rs. 510 (annual increment) + Rs. 279 *

The advance increment so given would be treated as a separate element distinct from basic pay. No increment/allowances will be earned on this element of advance increment.

In cases where more than one advance increments have already been paid from 1.1.2006 the same may be restricted to only one to be paid at the rates indicated at Sl. No.3 and necessary recoveries be made for the excess payment, if any.

**(ICAR No. 4(13)/2008/Estt.IV dated 11.6.2012)**

The Governing Body has approved the amendment in rule 6.1 and para 10 of Appendix-for Category I, II & III under Rule 6.13 of the Technical Service Rules to the extent that only one advance increment will be granted in the same grade on the basis of assessment performance of Technical employees after expiry of the number of the prescribed period of service. The rate of advance increment w.e.f. 1.1.2006 will be as per the rates mentioned in letter No. 4(13)/2008/Estt.IV dated 11.6.2012.

**(ICAR No. 4(13)/2008-Estt.IV dated 22.4.2013)**

### 8.2.3 Assessment Committees:

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

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

**(Para 6.10 of TSR 4th Edition)**

The assessment committees will be constituted by the appointing authority and will comprise not less than 3 and not more than 5 members, including the Chairman. The Chairman of the committee would be a person from outside the Institute and would be nominated by the Chairman of the ASRB. Separate assessment committees will be constituted for each professional



group/discipline and will include experts in the particular professional group/discipline in addition to Heads of Division/Research Station /Project concerned in the Institute.

**(Appendix III: TSR : 4th Edition)**

### **Category III**

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

**(Para 6.11. TSR: 4th Edition)**

The assessment committees will comprise not more than five members but not less than two, excluding the Chairman. These committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The assessment committee would be constituted by the concerned Directors in consultation with Chairman, ASRB, as provided in Rule 6(12) of the Rules for the Technical Services

**(Appendix III: TSR: 4th Edition)**

### **Relaxation in case of ICAR Deemed Universities**

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

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

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

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

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

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

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

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

## **8.2.4 Assessment procedure including Bench mark required.**

The procedure for assessment is incorporated in Appendix-III of the Handbook of Technical Service which has been supplemented by Council's circular No. 7(18)/85-Per. III dated 2nd May, 1989 and No. 18(5)/98-Estt.IV dated 22.4.98 wherein bench-mark for assessment promotion was prescribed. The existing instruction including the bench mark for assessment promotion have been reviewed and the following guidelines have been given for consideration of cases for career advancement.



- (a) The following material shall be taken into consideration for assessment as per Appendix 'III' of the Handbook of TSR:-
- (i) The material furnished in the 5/7/10 yearly assessment proforma.
  - (ii) ACR for the past 5/7/10 years.
  - (iii) Performance record files maintained by the technical personnel
  - (iv) Bio-data and career information (various posts held etc.) of the technical personnel throughout their service in the ICAR. 'c' & 'd' is applicable only in the cases of technical employees in category 'III'
- (b) The evaluation of ACRs for the assessment period (5/7/10 years, as the case may be) vide forgoing para 1(b), shall carry 80 marks and evaluation of remaining material by the assessment committee shall carry 20 marks.
- (c) The evaluation of ACR shall be done in the following manner:
- (i) The ACR relevant for the period of assessment (5/7/10 years as the case may be) are to be considered. In cases where the period of assessment does not synchronize with financial year, the ACR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration. For example, in a case where the 5 year period of assessment ends on 31st July, 2005, the ACRs of 2000-01, 2001-02, 2002-03, 2003-04, & 2004-05 are to be taken into account.
  - (ii) Cases where one or more ACRs of relevant period have not been written for any reason, are to be dealt with in accordance with DOPT OM No. 22011/5/86-Estt.(D) dated 20th June, 1989 read with corrigendum dated 13th July, 1989. It reads as under:  
“Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered.”  
In cases of absence on account of Study Leave, a certificate from Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the ACR dossier.
  - (iii) The ACRs relevant for the assessment period (5/7/10 years as the case may be) are to be numerically rated on the basis of final grading as accepted/ approved by the Reviewing Authority in the following manner:
    - i) Each Outstanding Report – 80 marks
    - ii) Each Very Good Report – 60 marks
    - iii) Each Good Report – 40 marks
    - iv) Each Average Report – 20 marks

The total marks so arrived at are to be divided by the number of ACRs considered for assessment (5/7/10 years, as the case may be) to arrive at the weightage for ACRs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of ACRs shall not exceed 80 in any case.



(iv) The assessment committee shall examine the other material, as referred to in the forgoing para 1, and award marks on a scale of 20. The marks so awarded out of 20, shall be added to the marks awarded on the basis of evaluation of ACRs. The merit promotion from one grade to next higher grade shall be made only if an employee meet the following threshold:

- (i) For promotion from T-1 to T-2 grade and T-2 to T-3 grade = 60%
- (ii) For promotion from T-3 to T-4 grade T-4 to T-5 grade and T-5 to T-6 grade = 67%
- (iii) For promotion from T-6 to T(7-8) and from T(7-8) to T-9 Grade. = 75%

0.5% and above marks are to be rounded off to the next higher number

**(ICAR No. 18(1)/2004-Estt.IV dated 26.12.2005)**

The existing assessment bench mark shall be revised in the following manner in respect of technical staff pertaining to SC/ST community:-

Grade	Existing benchmark as per Council's circular no. 18(1)/2004-Estt.,IV dated 26.12/2005 (approved by GB in its 202 <sup>nd</sup> meeting dated 23.11.2005)	Revised benchmark	
		For SC/ST	For others
For promotion from T-1 to T-2 grade and T-2 to T-3 grade	60%	55%	60 %
For promotion from T-3 to T-4 grade, T-4 to T-5 grade and T-5 to T-6 grade	67%	62%	67%
For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade.	75%	70%	75%

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

Consequent on issuance of revised guidelines vide dated 26.12.2005, provisions/instructions on the subject issued vide No. 11(20)/2001-ESTT.IV dated 27.3.2001 which are in so far as they are inconsistent with the guidelines issued on 26.12.2005 are to be treated to have been modified/superseded.

**(ICAR No., 18(1)/2004-Estt.IV dated 8.1.2007)**

The instructions issued vide letter dated 26.12.2005 in connection with marks awarded on the basis of evaluation of ACRs etc., will not be applicable in case of advance increments to the T-9 Cat.III under modified Technical Service rules and also in case of old Technical Service rules.

**(ICAR No., 19(10)/2007-Estt.IV dated 18.7.2008)**



In pursuance ICAR letter dated 26.12.2005, thereof revised guidelines for considering cases of merit promotion of technical employees, it has been observed that while evaluating ACRs, sometimes grading is upgraded on the ACR/APAR form itself by assessment committees. In this regard, DOPT instructions regarding evaluation of ACR provides that the DPC should not be guided merely by overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of entries in the CRs because it has been noticed that sometimes the overall grading in CR may be inconsistent with the grading under various parameters/attributes. Therefore, according to these provisions, the DPC (Assessment Committees) are not supposed to interfere with the ACR grading in cases where overall grading is consistent with the grading under various parameters or attributes. In case where the overall grading is found to be inconsistent with the grading under various parameters or attributes, the DPC is required to make its own assessment on the basis of entries in the CR and record its conclusion and recommendations clearly in the proceedings. Therefore, there is no question of upgrading or changing the ACR itself. In fact, other than the reporting, reviewing and accepting authority, no one can make entries in the ACRs that would amount to interfering with and altering official record.

**(ICAR No. 11(20)/2001-E.IV dated 11.3.2010)**

**(ICAR No. 11(20)/2001-Estt.IV dated 6.9.2011)**

Prior to reporting period 2008-09, only adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if an employee is to be considered for promotion in a future DPC and his ACRs prior to period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the bench mark for his next promotion. Prior to such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACRs for his representation, within 15 days of such communication. Such representation should be examined by the competent authority in consultation, if desired with the reporting officer and reviewing officer, if any. While considering the representation, the competent authority will decide the case objectively in quasi-judicial manner on the basis of material placed before him. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of reporting and reviewing officer, if they are still in service on the points raised in the representation viz-z-viz, the remarks/grading given by them in the APAR. In case of up-gradation of the final grading given in the APAR, reasons therefor may also be given as per instruction of the competent authority.

**(DOPT No. 201011/1/2010-Estt.(A) dated 13..4.2010)**

**(ICAR Endt. No. 21-35/2010-CDN dated 6.7.2011)**

**(ICAR No. 18(1)/2010-Estt.IV dated 23.11.2012)**



As per laid down procedure, the recommendations of assessment committee in respect of T-6 (Technical Personnel) & above are required to be sent to the ICAR HQ for approval. However, as per vide item No. 4 of the said notification, the directors of IARI, IVRI, NDRI & CIFE have been delegated full powers for approval of the proceedings of assessment committee upto the level of T-9.

**(ICAR No. 7(3)/94-Estt.IV dated 3.1.1996)**  
**(ICAR No. 6-1/2004-CDN(A&A) dated 0.3.2004)**

### **Timely Five Yearly Assessment::**

Following time schedule may be followed for considering the cases of assessment of technical personnel:-

- (i) Cases of assessment which are due from the period of April to September may be considered by the end of the month of January of previous financial year.
- (ii) Cases that are due in the second half of the financial year i.e. (October to March) may be considered by the end of July of the current financial year.
- (iii) Orders for grant of benefit, if any are to be issued only after the due date with prior necessary clearance and approval.

**(ICAR No.11(20)/2001-Estt.IV dated 25.10.2011)**

It has come to the notice of the Council that ICAR Institutes are sending the recommendations of the assessment committee for the merit promotion/grant of advance increment in the same grade for technical employees and in some cases the assessment committee have not recommended any benefit or granted only advance increment to the technical employees. It has also been observed that the assessment committees have considered APARs of technical employees for the periods prior to 2008-09 for merit promotion of the technical employees. It is brought to the attention of the Institutes that the DOPT's instruction No. 21011/1/2010-Estt. A dated 13.4.2010 inter-alia provide that if an employee is to be considered for promotion in a future DPC/assessment committee and his ACRs prior to the period 2008-09, which would be reckonable for assessment of his fitness in such future assessment committee, contain final grading which is below benchmark for the employee's next promotion, the concerned employees will be given a copy of the relevant ACRs for his representation within 15 days of such communication, before such ACRs are placed before the assessment committee. These instructions were also endorsed by the Council vide letter No. 21-35/2010-CDN dated 27.7.2010.

2. In spite of the aforesaid instructions, Council is receiving recommendations of the assessment committees of the difference Institutes which invariably considered the ACRs of technical employees prior to the period 2008-09 with below benchmark gradings and who have not been recommended for merit promotion without indicating whether the concerned employee was given an opportunity to represent against the below benchmark grading whether such representation was considered by the competent authority for the upgradation or otherwise of the ACRs. This has resulted in unnecessary correspondence from the Hqrs. of the Council to the Institutes.



3. Therefore, it is once again requested that in future, the Institutes, should ensure that in case the assessment committee considers the ACRs of employees for the period before 2008-09 and if it contains below benchmark grading for promotion i.e. below very good grading the instructions of DOPT as mentioned in Para I should be complied with by the institutes. This fact may also be clearly indicated while forwarding the recommendations of the assessment committee to the Council for approval.

(ICAR No. 18(1)/2010/Estt.IV dated 23rd November 2012)

### 8.2.5 Scrutiny of Recommendations

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

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

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

### 8.2.6 Promotion under 33.3% quota through DPC

In accordance with the provisions of the Notification dated 3 February, 2000 with the introduction of modifications in the technical service rules, the 33.3% promotion quota will be operative only in Category-I at the level of T-1. It is clarified that promotions to Grade T-1 under the Technical Service Rules are to be made on the basis of the selection(s).

**Note:** Alternative qualifications required for promotion (for selection) against the 33.3% vacancies are contained in Council's letter No.7(10)/78-Per-III dated 27th January, 1979 and 7(11)/83-Per.III dated 22 August, 1984.

(ICAR No.19-7/2000-Estt.IV dated 7.11.2003)

(Para 7.1 of TSR: 4th Edition)

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

(Appendix-IV of TSR Ist Edition March, 1978)

The following guidelines are laid down for preparation of seniority list of Supporting Staff for various grades for promotion to T-1 grade in technical services and LDC/Jr.Clerk post on the administrative side:-

- i) There will be only one seniority list for all Supporting Staff in various grades. In addition to the usual columns the seniority list shall contain an additional column





regarding date of acquisition of Matriculation or other relevant qualification for promotion to Group `C` posts in administrative/technical category.

- ii) The experience in the relevant field for promotion to the grade T-1 of Technical Services in Category-I shall mean, the experience in the relevant field gained after acquiring the qualifications of Matriculation or other academic/professional qualification for relevant functional group.
- iii) As per Technical Service Rules 7.1, 33.1/3% of vacancies in grade T-1 of Category-I may be filled by promotions of persons in Supporting Services possessing qualifications prescribed for Category-I. One of the qualifications prescribed for Category-I is experience in the relevant filed. To help Supporting Staff acquire such relevant experience, the Supporting Staff possessing the requisite academic qualifications as far as possible may be transferred/posted to Laboratory/field/ Workshop/Office as the case may be keeping in view the exigencies of work.

**(ICAR No.7-10/90-Estt.IV dated 14.7.1997)**

Para 2 of the ICAR No.7-10/90-Estt.IV dated 14.7.1997 is withdrawn w.e.f 11.8.2008. However, the cases earlier decided in terms of ICAR No.7-10/90-Estt.IV dated 14.7.1997 shall not be re-opened.

**(ICAR No.19-8/2007-Estt.IV dated 11.8.2008)**

In accordance with the provision of notification dated 3.2.2000 with the introduction of the modifications in Technical Service Rules, 33.3% promotion quota will be operative only in Cat.I at the level of T-1. Promotion to Grade T-1. Promotion to Grade-I under Technical Service rules are to be made on the basis of selection(s). The following qualiications for F/FT including that of Cook, Lab.Tech. & Workshop Staff/Engg. Workshop Staff (including Boat Crew as on 1st Jan.,1977) in Cat.I have been laid down which are reproduced as follows:-

Field/ Farm Technician Category I	Essential Qualification
Existing Qualifications	Amended Qualification
Matriculate with atleast one One year certificate in relevant field.	Matriculate with atleast one One year certificate in relevant field.
OR	OR
Matriculate with five year experience working in the respective field	Matriculate with 5 years of working experience of working in the the respective field.
	OR
	*Matriculate with National Trade Certificate/ National Apprenticeship Certificate or equivalent with 3 years' experience in the respective field.



	OR
	*National Trade Certificate/National Apprenticeship Certificate (if Non-Matric) or equivalent with 5 years experience of working in the respective field.
	*(ii) For the post of 'cook' a candidate should be 'literate' and should have proficiency in cooking.
<b>Desirable Qualification</b>	
(i) Diploma in the relevant field	Diploma in the relevant field
*For only existing employees holding position in the Council on the 1st January, 1977.	
<b>Workshop staff including Engineering workshop staff</b>	
For Category I	(i) At least one year's Trade Certificate (ii) For "Boat Crews" a candidate should have "Good General Education" and appropriate proficiency Certificate. The competency Certificate given by the Marine Mercantile Department will be preferred.
<b>Desirable Qualification</b>	
(i) Higher Certificate/Diploma in the trade	Higher Certificate/Diploma in The trade.
(ii) Two year's experience in the relevant field	Two year's experience in the relevant field.

The alternative qualifications with asterisk marks are applicable to the staff who have been in service of ICAR as on 1.1.1977 and are not applicable to the employees who joined after 1.1.1977. The cases of promotion of Supporting Staff to Technical grade T-1 under 33.3% quota reserved for departmental candidates may be dealt with accordingly.

**(ICAR No.19-7/2000-E-IV dated 7.11.2003)**

### 8.2.7 Competent Authority

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



### 8.3 Administrative

#### 8.3.1 Eligibility Criteria

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

Grade from	Grade to	Eligibility criteria for promotion
Group 'C' staff in the grade pay of Rs. 1800	Lower Division Clerks	<p><b>Promotion</b></p> <p>5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have 3 years regular service in the posts with the Grade pay of Rs. 1800. Persons so promoted will be required to qualify in a typing test to the extent indicated in Col. 6 within a period of one year from the date of their appointment as LDC failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p>
		<p><b>Departmental qualifying examination</b></p> <p>10% of the vacancies shall be filled from amongst the Group C staff in their grade pay of Rs. 1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. Candidates who pass the written examination will also be required to qualify in a typing test to the extent indicated in Col.6 above within a period of one year from the date of their appointment failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p>



<p><b>L.D.C.</b></p>	<p><b>U.D.C. at ICAR Headquarters</b></p>	<p><b>Promotion</b>  a) (i) 75 % by promotion from the Lower Division Clerk of ICAR Hqrs. having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.  <b>Limited Departmental Competitive examination</b>  (ii) 25% by imited departmental competitive examination confined to the LDCs of ICAR Hqrs. who have completed 5 years regular service as on 1st January, if the exam is notified in the first half of the calendar year and 1st July. If the exam is notified in the second half of the calendar year.</p>
<p><b>L.D.C.</b></p>	<p><b>U.D.C. at ICAR Institutes</b></p>	<p><b>Promotion</b>  a)(i) 75 % by promotion from the Lower Division Clerk at the respective Institute having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.  <b>Limited Departmental Competitive examination</b>  (ii) 25% by limited departmental competitive examination confined to the LDCs at the respective institutes who have completed 5 years regular service as on 1st January, if the exam is notified in the first half of the calendar year and 1st July. If the exam is notified in the second half of the calendar year.</p>
<p><b>U.D.C.</b></p>	<p><b>Assistant at ICAR Headquarters</b></p>	<p><b>Promotion</b>  15% by promotion from the Upper Division Clerks (UDCs) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee  <b>Limited Departmental Competitive examination</b>  10% by limited departmental competitive examination confined to the UDCs of ICAR Hqrs. who have completed 6 years regular service as on 1st January if the examination is notified in the first half of the calendar year and 1st July if the exam is notified in the second half of the calendar year.</p>



<b>U.D.C.</b>	<b>Assistant at ICAR Institute</b>	<p>i) 50% by promotion from the UDCs at the respective institute/headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.</p> <p>ii) 25% by limited departmental competitive examination confined to UDCs with at least 6 years regular service in the grade as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year at the respective institute/headquarters.</p>
<b>Assistant</b>	<b>Section Officer</b>	<p>a) 50% by promotion from amongst the Assistants having at least 6 years regular service in the grade at the ICAR Headquarters.</p> <p>b) 50% by way of limited departmental competitive examination confined to Assistants, Personal Assistants and Senior Sales Assistants in the Pay Band-2, Rs. 9300-34800+ Grade Pay of Rs. 4200 at the ICAR Headquarters having not less than 5 years regular service in the grades as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year.</p>
<b>Section officer</b>	<b>Under Secretary</b>	<p>By promotion of Section Officers in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800 having rendered at least 6 years of regular service in the grade, on the recommendation of selection committee.</p>
<b>Under Secretary/ Senior Administrative Officer</b>	<b>Deputy Secretary/Chief Administrative Officer</b>	<p>By promotion on selection basis of Under Secretaries/Senior Administrative Officers in the Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 6600 having completed 5 years service in the grade after appointment there to on regular basis.</p> <p>Note: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post . However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>



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<b>Deputy Secretary/Chief Administrative Officer</b>	<b>Director (Personnel) ICAR &amp; Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</b>	<p>By promotion on selection basis of Deputy Secretaries/Chief Administrative Officers, ICAR/ LA ICAR in the pay Band-3 Rs.15600-39100 + Grade Pay of Rs. 7600/- having rendered 5 years service in the grade after appointment thereto on regular basis, failing which by deputation of officers of the All India Services and Central Civil services including CSS services whose names appear in the panel for Director.</p> <p>NOTE: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>
<b>Deputy Secretary/Chief Administrative Officer</b>	<b>Director (Personnel) ICAR &amp; Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</b>	<p>By promotion on selection basis of Deputy Secretaries/Chief Administrative Officers, ICAR/ LA ICAR in the pay Band-3 Rs.15600-39100 + Grade Pay of Rs. 7600/- having rendered five years service in the grade after appointment thereto on regular basis, failing which by deputation of officers of All India Services and Central Civil services including CSS services whose names appear in the panel for Director.</p> <p>NOTE: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>



<p><b>Director (Personnel) ICAR &amp; Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</b></p>	<p><b>Joint Secretary (Admn.) ICAR, / Sr. Registrar in Deemed University under ICAR</b></p>	<p>(a) By merit based selection from Director / Registrar cum Joint Director (Admn.) or equivalent post in administration of ICAR system in the pay band-4 Rs. 37400- Rs. 67000 + Grade pay of Rs. 8700/- with 3 years regular service in the grade.</p> <p>(b) Failing (a) above, by selection from Director /Registrar-cum-Joint Director (Admn.) or equivalent post in administration of ICAR system in the Pay Band-4, Rs. 37400-67000+ Grade Pay of Rs. 8700 with 8 years combined and regular service in the grade of Registrar-cum-Joint Director (Admn.)/Director and Deputy Secretary/CAO/LA and equivalent posts in administration in the Pay Band-3, Rs. 15600-39100 + Grade pay of Rs. 7600/-</p> <p>Failing (a) &amp; (b) above, by selection of Director/ Registrar-cum-Joint Director (Admn.) or equivalent post in administration in the Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- with 15 years of administrative experience in the institutes or headquarters of ICAR.</p>
<p><b>Asstt. Administration Officer</b></p>	<p><b>Administrative Officer</b></p>	<p>By promotion of Assistant Administrative Officers in the Pay Band-2 Rs. 9300-34800 + Grade Pay of Rs. 4600 having at least 3 years of regular service in the grade.</p>
<p><b>Administrative Officer</b></p>	<p><b>Sr. Administrative Officer</b></p>	<p>a) Administrative Officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- having rendered at least 5 years of regular service in the grade.</p> <p>b) Failing (a) above by promotion of Administrative Officers (Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400 who have completed three years of regular service in the grade and have completed 7 years of combined and continued service as Administrative Officer (GP Rs. 5400/- and Assistant Administrative Officer (GP Rs. 4600)</p>



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<b>Assistant Finance &amp; Accounts Officer</b>	<b>Financer &amp; Accounts Officer</b>	a) By promotion of Asstt. Finance & Accounts Officer in Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600 who have completed at least 3 years of regular service in the grade.
<b>Financer &amp; Accounts Officer</b>	<b>Senior Finance &amp; Accounts Officer</b>	a) Finance & Accounts Officer in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400 having 5 years of regular service in the grade.  b) Failing (a) above by promotion of Finance & Accounts Officers (Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400 who have completed 3 years of regular service in the grade and have completed 7 years of combined and continued service as F&AO (G.P Rs. 5400) and Assistant Finance & Accounts Officer GP Rs. 4600.
<b>Senior Finance &amp;Accounts Officer</b>	<b>Dy. Director (Finance)/Chief Finance and Accounts Officer.</b>	(a) Promotion of Sr. Finance & Accounts Officers in the Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600 having completed 5 years regular service in the grade.
<b>Dy. Director (Finance)/Chief Finance and Accounts Officer.</b>	<b>Director (Finance) &amp; Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</b>	By promotion through selection from amongst Deputy Director (Finance)/Chief Finance and Account Officers of ICAR having 5 years service in the grade rendered after appointment thereto on regular basis, failing which by deputation from officers of organized Group 'A' Central Accounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.





<p><b>Stenographer Grader-III</b></p>	<p><b>Personal Assistant</b></p>	<p><b>Promotion:</b>                      i) 50% by promotion of Stenographer Gd.III (Pay Band-I, Rs. 5200-20200+ Grade Pay of Rs. 2400) at the respective institute/headquarter having completed at least 10 years of regular service in the grade.                      Limited Departmental Competitive Examination                      ii) 25% by limited departmental competitive examination confined to Stenographer Gd.III (Pay Band-I, Rs. 5200-20200+ Grade pay of Rs. 2400) of the respective institute/ headquarters, with at least 6 years regular service as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year at the respective institute/headquarters. and fulfilling professional proficiency as under Column 6 of the recruitment rules.</p>
<p><b>Personal Assistant</b></p>	<p><b>Private Secretary at ICAR Headquarter</b></p>	<p>a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4600 at the ICAR headquarters having at least five years of regular service in the grade on the recommendation of DPC.</p>
<p><b>Personal Assistant</b></p>	<p><b>Private Secretary at Institute</b></p>	<p>a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4600 at the respective Institutes having at least five years of regular service in the grade on the recommendation of DPC.</p>
<p><b>Private Secretary</b></p>	<p><b>Special Assistant to Chairman ASRB and other Equivalent Posts in ICAR</b></p>	<p>100% by promotion on the basis of merit with due regard to seniority from amongst Private Secretaries in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800 who have rendered not less than 6 years of regular service in that grade.</p>
<p><b>Security Supervisor</b></p>	<p><b>Security Officer</b></p>	<p>(a) By promotion from amongst the persons holding the post of Security Supervisor in the pay scale of Rs. 4500-7000 (Pre revised) having rendered minimum 10 years of regular and approved service in the grade.</p>



<p><b>Asstt. Legal Advisor</b></p>	<p><b>Law Officer</b></p>	<p>(a) 100% by promotion of Assistant Legal Adviser in the PB-2, Rs. 9300-34800 + Grade Pay of Rs. 4600 at ICAR Hqrs. or in an institute with 3 years regular and continuous service after appointment as Assistant Legal Adviser..</p>
<p><b>Law Officer</b></p>	<p><b>Legal Adviser</b></p>	<p>(a) 100% by promotion from amongst the Law Officers in the grade of PB-3, Rs. 15600-39100 + Grade Pay of Rs. 6600 having not less than 5 years service in the grade.</p> <p>(b) failing (a) above by deputation of officers holdings analogous post in the Government Department/Autonomous bodies/Government Undertakings.</p> <p>The period of deputation will ordinarily be for a period of 3 years.</p> <p>(c) failing (a) and (b) above by direct recruitment as per the prescribed qualifications by interview of the shortlisted candidates or short term contract basis as per existing Government of India guidelines.</p>
<p><b>Asstt. Director Official Language</b></p>	<p><b>Dy. Director Official Language</b></p>	<p>(a) By promotion of Assistant Director (OL) of the ICAR system in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400 having rendered 5 years regular service in the grade;</p> <p>(b) Failing (a) above by deputation of officers of the Central/State Government/Autonomous Bodies/Public Sector Undertakings;</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>(ii) Working as Assistant Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400 with at least 5 years regular service in the parent cadre or department.</p>



Dy. Director Official Language	Director Official Language.	<p>(a) By promotion of Deputy Director (OL) of ICAR system who have completed 5 years regular and continuous service in the PB-3, Rs. 15600-39100 + Grade Pay of Rs. 6600</p> <p>(b) Failing (a) above by deputation of officers of the Central/State Government/Autonomous Bodies/Public Sector Undertakings.</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>(ii) Working as Deputy Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/- with at least 5 years regular service in the parent cadre or department.</p>
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Note: The eligibility conditions for direct recruitment, deputation, permanent absorption, transfer etc. are given in the recruitment rules of the respective posts given at Appendix-XII.

### 8.3.2 Vacancy determination & Calculation

#### Determination of regular vacancies.

It is essential that the number of vacancies in respect of which a panel is to be prepared by a DPC should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/grade/service due to death, retirement, resignation, regular long term promotion and deputation or from creation of additional posts on a long term basis. As regards vacancies arising out of deputation, only those cases of deputation for periods exceeding one year should be taken into account. Purely short-term vacancies created as a result of officers proceeding on leave, or on deputation for a shorter period, training, etc., should not be taken into account for the purpose of preparation of a panel. In case where there has been delay in holding DPCs for a year or more, vacancies should be indicated year wise separately.

#### Calculation of vacancies

To prepare of a select panel, Ministries/ Departments may calculate the vacancies for reporting to DPC on financial year basis where ACRs are written financial year wise and calendar year wise.

### 8.3.3 Composition of Departmental Promotion Committees

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



**Lower Division Clerk**

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

**Upper Division Clerks**

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

**Assistant**

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Director/Deputy Director to be nominated by Secretary, ICAR	Chairman	Chief Admn. Officer/Sr.Admn. Officer, if there is no post of CAO/SAO in the institute an officer of equivalent status nominated by the Director of the respective institute.	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member	An officer not lower in status than Admn. Officer nominated by the Director of the respective institute.	Member



## Promotion

An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director of the respective Institute	Member
An outside expert not lower in status than Under Secretary nominated by Secretary ICAR	Member	An outside expert not lower in status than AO nominated by the Director of the respective institute	Member
Concerned Deputy Secretary / Under Secretary (in-charge of Administration /Section)	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director of the respective institute.	Member Secretary

### Section officer

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

### Under Secretary

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

### Deputy Secretary/Chief Administrative Officer

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



**Assistant Administrative Officer**

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

**Administrative Officer**

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

**Senior Administrative Officer**

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

**Assistant Finance & Accounts Officer**

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



## Promotion

### Finance & Accounts Officer

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

### Senior Finance & Accounts Officer

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

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

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

### Stenographer Gr.III

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



**Personal Assistant**

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

**Private Secretary**

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

**Special Assistant to Chairman, ASRB and other Equivalent Post at ICAR**

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





## Promotion

### Junior Law Officer

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

### Assistant Legal Adviser

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

### Law Officer

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

### Legal Adviser

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

### Security Supervisor

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



**Security Officer**

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

**Assistant Director Official Language**

The selection committee will be decided by the ASRB
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**Dy. Director Official Language**

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

**Director (Official Language)**

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

**8.3.4 Bench Mark required for promotion**

(a) Mode of Promotion

In the case of ‘selection’ (merit) promotion, the hitherto existing distinction in the nomenclature (‘selection by merit’ and ‘selection-cum-seniority’) is dispensed with and the mode of promotion in all such cases is rechristened as ‘selection’ only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench mark (“Very Good” or “Good”) prescribed for promotion

(b) The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the officers as ‘fit’ or ‘unfit’ only. Only those who are graded ‘fit’ (i.e. who meet the prescribed benchmark) by the DPC shall be included and arranged in the select panel in order to their inter se seniority in the feeder



grade. Those officers who are graded 'unfit' (in terms of the prescribed benchmark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed benchmark) by the DPC.

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

- (d) Promotion to the revised pay scale (grade) of PB-3 + grade pay of Rs. 7600 and above.

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

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

The DPC shall for promotions to said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter se seniority in the feeder grade. Thus, as already explained in paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

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

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

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

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

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

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



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

### 8.3.5 Competent Authority.

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

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

### 8.3.6 Limited Departmental Competitive Examination

#### Scheme and Syllabus for LDCE : (Appendix-XVI)

<b>Assistant</b>	ICAR No. 14(3)/89-Estt.I dated 8.1.1990.
<b>UDC</b>	ICAR No. 33(7)2012-Estt.I dated 27.11.2012.
<b>LDC</b>	ICAR No. 3/98/Estt. I dated 18.8.1998.
<b>Private Secretary/Section Officer</b>	ICAR No. 33(1)/2012-Estt.I dated 10.2.2012.
<b>Section Officer/AAO</b>	ICAR No. 33(5)/2001-Estt.I dated 27.6.2001.
<b>Audit &amp; Accounts Examination</b>	ICAR No. 5-1/2008(CDN) (A&A) dated 18.4.2013.

# Annual Performance Assessment Report

For

(Administrative & Supporting Staff), Assistant  
Administrative Officer/ Assistant/ Stenographer  
Grade-III/ Lower Divisional Clerk/Supporting  
Staff Grade-I (Group – A, B & C)

Of

**KVKs under AAU, Jorhat**

Name of the Officer/Employee: \_\_\_\_\_

Report for the period from .....

Employee ID: \_\_\_\_\_



**To be filled in by the Officers/Employees reported upon**

(Please read carefully the instructions before filing the entries)

**Part- 2**

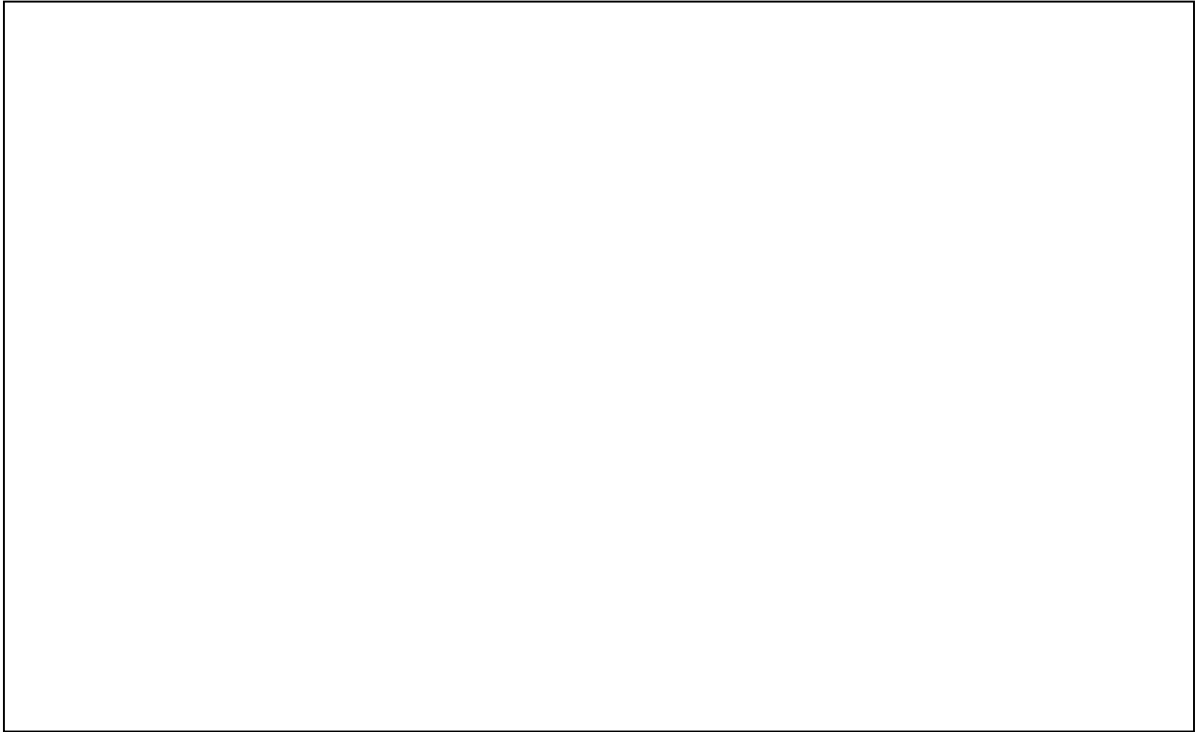
1. **Brief description of duties**

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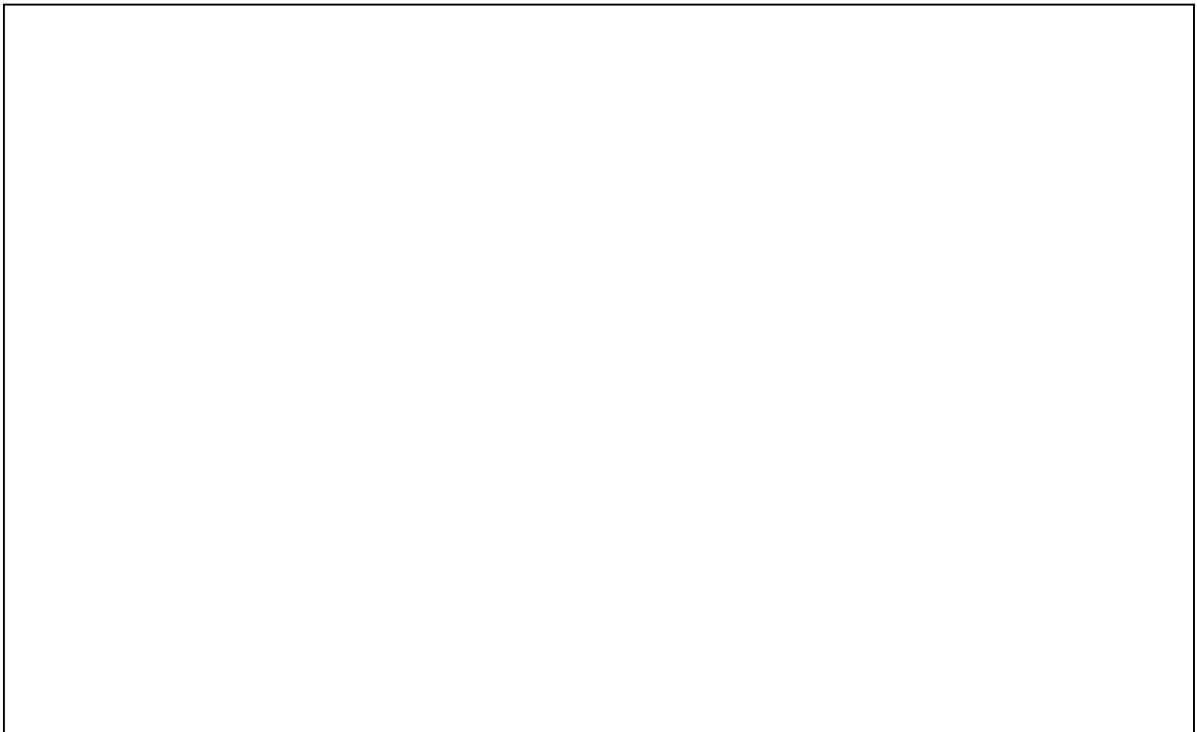
2. a) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

<b>Targets/Objectives/Goals</b>	<b>Achievements</b>

b) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself, eight to ten items of work in the order of priority for the next year of assessment.



3. A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.





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

4. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature of official reported upon

### **Part- 3**

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest and 10 to the highest.

**(Please read carefully the guidelines before filing the entries)**

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
5. APARs graded between 4 and 6 short of 6 will be rated as 'good' and will be given a score of 5.
6. APARs graded below 4 will be given a score of zero.

**(A) Assessment of Work Output (weightage to this section would be 40%)**

	Reporting Authority	Reviewing Authority Refer Para 2 of part-5	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

**(B) Assessment of Personal Attributes (weightage to this would be 30%)**

	Reporting Authority	Reviewing Authority Refer Para 2 of part-5	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

**(C) Assessment of Functional Competency (weightage to this section would be 30%)**

	Reporting Authority	Reviewing Authority Refer Para 2 of part-5	Initial of Reviewing Authority
i) Technical knowledge of Rules/procedures in the area of function and ability to apply the correctly			
ii) Knowledge of Rules/Regulations/Procedures in the area of function			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

**Signature of the Reporting Officer**

**Signature of the Reviewing Officer**

**Part- 4**

**GENERAL**

1. Relations with the public (wherever applicable)  
(Please comment on the Officers/Employees accessibility to the public and responsiveness to their needs)
  
2. Training  
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officers/Employees)
  
3. State of Health
  
4. Integrity  
(Please comment on the integrity of the Officers/Employees)
  
5. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Officers/Employees including area of strengths and lesser strengths, extraordinary achievements/ significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.
  
6. Overall numerical grading on the basis of weightage given in section A, B and C in part – 3 of the report.

Signature of the Reporting Officer

Place: Name in Block Letters: \_\_\_\_\_

Date: Designation: \_\_\_\_\_

**Part- 5**

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements / significant failures of the Officers/Employees reported upon? (Ref: Part- 3(A)(iv) and Part-4(5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initials you entries.

Yes	No
-----	----

3. In case of disagreement, please specify the reasons, Is there anything you wish to modify or add?

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officers including area of strengths and lesser strengths and his attitude towards weaker sections.

5. Overall numerical grading on the basis of the weightage given in section- A, section- B and section- C in part- 3 of the report

Signature of the Reviewing Officer

Place: Name in Block Letters: \_\_\_\_\_

Date: Designation: \_\_\_\_\_

No.35034/3/2008-Estt. (D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

.....

North Block, New Delhi, the 19<sup>th</sup> May, 2009

OFFICE MEMORANDUM

**SUBJECT: - MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.**

\*\*\*\*\*

The Sixth Central Pay Commission in Para 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme(MACPS). As per the recommendations, financial upgradation will be available in the next higher grade pay whenever an employee has completed 12 years continuous service in the same grade. However, not more than two financial upgradations shall be given in the entire career, as was provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not. However, organised Group "A" services will not be covered under the Scheme

2. The Government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further modification to grant three financial upgradations under the MACPS at intervals of 10, 20 and 30 years of continuous regular service .

3. The Scheme would be known as "**MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.**" This Scheme is in supersession of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees **except officers of the Organised Group "A" Service.** The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on adhoc or contract basis shall not qualify for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in Annexure-I.

4. An Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations under the MACP Scheme. The Screening Committee shall consist of a **Chairperson and two members.** The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.

5. The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organisation/competent authority in other cases for approval.

6. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a **time-schedule** and meet twice in a financial year – preferably in the first week of *January* and first week of *July* of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first-half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year.

7. However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30<sup>th</sup> June, 2009 for grant of benefits under the MACPS.


8. In so far as persons serving in The Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

9. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The scheme would be operational w.e.f. 01.09.2008. In other words, financial upgradations as per the provisions of the earlier ACP Scheme (of August, 1999) would be granted till 31.08.2008.

10. No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.

11. It is clarified that no past cases would be re-opened. Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of financial upgradation under the old ACP Scheme (of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.

12. Hindi version will follow.

  
(S. Jainendra Kumar)  
Deputy Secretary to the Govt. Of India

To

All Ministries/Departments of the Government of India



**Copy to :-**

1. President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Supreme Court/Rajya Sabha Secretariat/Lok Sabha Secretariat/ Cabinet Secretariat/UPSC/CVC/C&AG/Central Administrative Tribunal (Principal Bench), New Delhi.
2. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
3. Secretary, National Commission for Minorities.
4. Secretary, National Commission for Scheduled Castes/Scheduled Tribes
5. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
6. All Staff Side Members of the National Council (JCM)
7. Establishment (D) Section - 1000 copies
8. NIC, DoPT, North Block for up-loading of the OM in DoPT website.

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### **MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)**

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.
2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section 1, Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.
3. The financial upgradations under the MACPS would be admissible up-to the highest grade pay of Rs. 12000/ in the PB-4.
4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government Servant joins as a direct recruit in the grade pay of Rs. 1900 in PB-1 and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade of Rs. 2400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000 and Rs. 2400. No additional increment will be granted at this stage.
5. Promotions earned/upgradations granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/upgradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACP.

**Illustration-1**

The pre-revised hierarchy (in ascending order) in a particular organization was as under:-

Rs. 5000-8000, Rs. 5500-9000 & Rs. 6500-10500.

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5000-8000 and who did not get a promotion even after 25 years of service prior to 1.1.2006, in his case as on 1.1.2006 he would have got two financial upgradations under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5000-8000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5500-9000 & Rs. 6500-10500 during this period.

In the case of both (a) and (b) above, the promotions/financial upgradations granted under ACP to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500 prior to 1.1.2006 will be ignored on account of merger of the pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 recommended by the Sixth CPC. As per CCS (RP) Rules, both of them will be granted grade pay of Rs. 4200 in the pay band PB-2. After the implementation of MACPS, two financial upgradations will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4600 and Rs. 4800 in the pay band PB-2.

6. In the case of all the employees granted financial upgradations under ACPS till 01.01.2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.

6.1 In the case of ACP upgradations granted between 01.01.2006 and 31.08.2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01.01.2006 with reference to his pre-revised scale as on 01.01.2006; or (b) w.e.f. the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.

6.2 In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, who was granted 1<sup>st</sup> ACP in his hierarchy to the grade of Asstt. Engineer in the pre-revised scale of Rs.6500-10500 corresponding to the revised grade pay of Rs.4200 in the pay band PB-2, he will now be granted grade pay of Rs.4600 in the pay band PB-2 consequent upon upgradation of the post of Asstt. Enggs. In CPWD by granting them the grade pay of Rs.4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR22 (1) (a) (1) to get his pay fixed in the higher post/ grade pay either from the date of his promotion/upgradation or from the date of his next increment viz. 1<sup>st</sup> July of the year. The pay and the date of increment would be fixed in accordance with clarification no.2 of Department of Expenditure's O.M. No.1/1/2008-IC dated 13.09.2008.
8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
- 8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-2 and Rs.5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.
9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.
10. Past service rendered by a Government employee in a State Government/statutory body/Autonomous body/Public Sector organisation, before appointment in the Government shall not be counted towards Regular Service.
11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.
12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.
13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.
14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the financial implications involved, a conscious decision in this regard shall have to be taken by the respective Governing Body/Board of Directors and the administrative Ministry concerned and where it is proposed to adopt the MACPS, prior concurrence of Ministry of Finance shall be obtained.

15. If a financial upgradations under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.

16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.

17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.

18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.

19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay /grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.

20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.

21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

23. In case an employee is declared surplus in his/her organisation and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organisation shall be counted towards the regular service in his/her new organisation for the purpose of giving financial upgradation under the MACPS.

24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.

25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.

26. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee alongwith others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial vis-a-vis the pay drawn on adhoc basis.

27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.

## 28. Illustrations

- A (i) If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 gets his first regular promotion (UDC) in the PB-I in the Grade Pay of Rs.2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion then he would be eligible for 2<sup>nd</sup> financial upgradation under the MACPS in the PB-I in the Grade Pay of Rs.2800 after completion of 18 years (8+10 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3<sup>rd</sup> financial upgradation in the PB-II in Grade Pay of Rs.4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (iii) However, if he gets 2<sup>nd</sup> promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs.4200 (Asstt. Grade/Grade "C") i.e. on completion of 23 years (8+10+5years) then he would get 3<sup>rd</sup> financial upgradation after completion of 30 years i.e. 10 years after the 2<sup>nd</sup> ACP in the PB-II in the Grade Pay of Rs.4600.

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

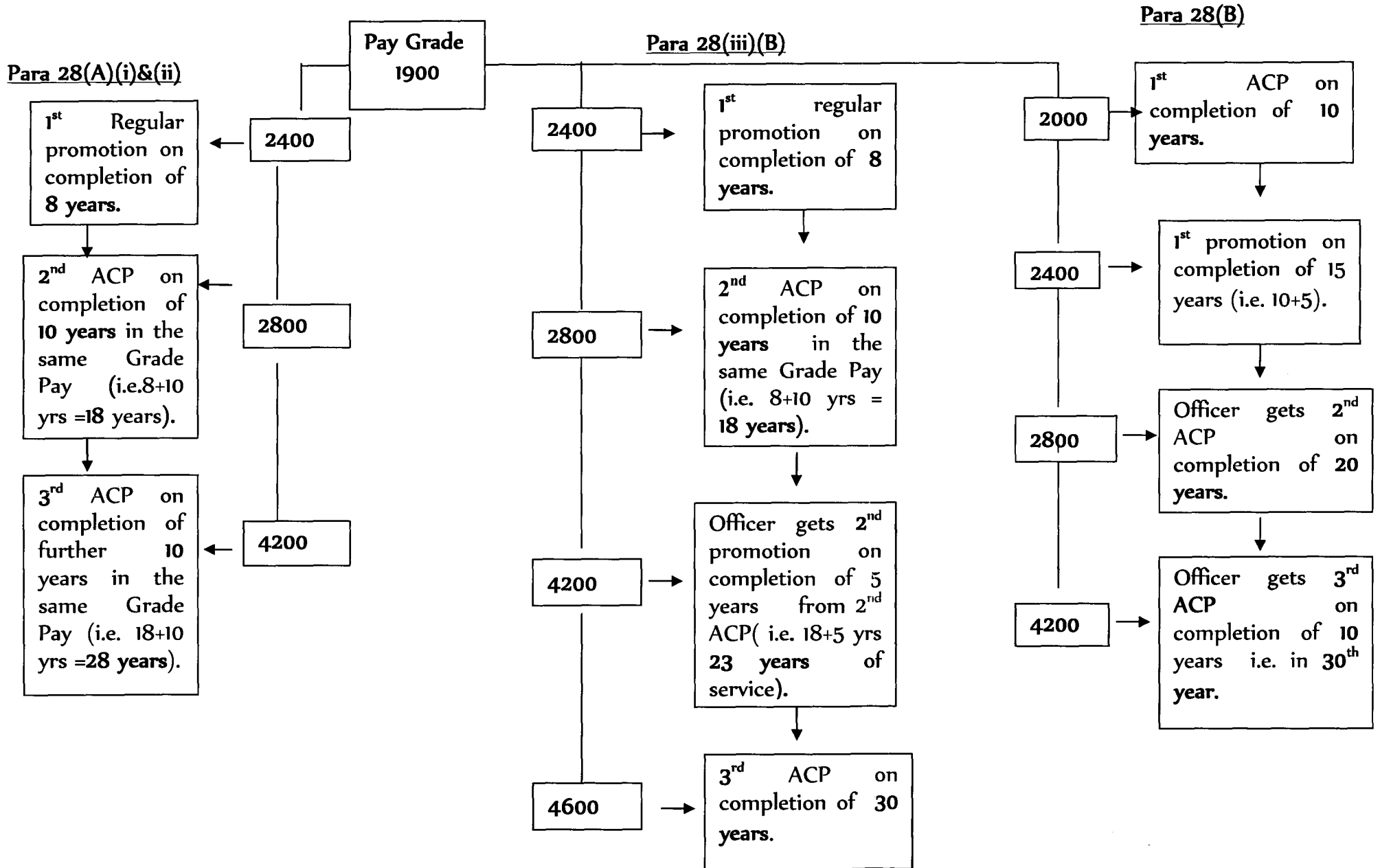
- B. If a Government servant (LDC) in PB-1 in the Grade Pay of Rs.1900 is granted 1<sup>st</sup> financial upgradation under the MACPS on completion of 10 years of service in the PB-1 in the Grade Pay of Rs.2000 and 5 years later he gets 1<sup>st</sup> regular promotion (UDC) in PB-1 in the Grade Pay of Rs.2400, the 2<sup>nd</sup> financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-1 in the Grade Pay of Rs.2800. On completion of 30 years of service, he will get 3<sup>rd</sup> ACP in the Grade Pay of Rs. 4200. However, if two promotions are earned before completion of 20 years, only 3<sup>rd</sup> financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2<sup>nd</sup> promotion or at 30<sup>th</sup> year of service, whichever is earlier.
- C. If a Government servant has been granted either two regular promotions or 2<sup>nd</sup> financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3<sup>rd</sup> financial upgradation would be admissible to him under the MACPS on completion of 30 years of service provided that he has not earned third promotion in the hierarchy.



(S.Jainendra Kumar)

Deputy Secretary to the Govt. Of India.

**ILLUSTRATIONS**







Krishi Vigyan Kendra, \_\_\_\_\_

GAR 29

[See Rules 113, 114, 115 (2) &amp; 126 (2)]

**FULLY VOUCHERED CONTINGENT BILL**

Bill No.

Date:

Scheme:

Sanction Order No.

Head. CONT./NRC

S.No.	Description of charges	Amount (Rs.)
Total		

1. I certify that the expenditure included in this bill could not, with due regard to the interest of the public service be avoided. I certify that to the best of my knowledge and belief, the payment entered in this bill except to items noted below, have been duly made to the parties entitled to receive Rs.500/- are attached to this bill; credit bills (above Rs.500/-) relating to the said exceptions which exceed the balance of the payment advance are attached and relevant stamped receipts will be forwarded as soon as the amounts are paid on receipt of the amount drawn on this bill. I have, as far as possible, obtained vouchers for sums less than Rs.500/-, which are listed in GFR 28, and responsible that they have been so defaced or mutilated that they cannot be used again. All work bills are annexed.

I also certify that the amounts of accounts of pay & allowances of Group 'D' Govt. servants drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below of which the total amounts has been refunded by deduction from this bill have been disbursed to the Govt. servants concerned and their receipts taken.

2. Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the stock register.
3. Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good and according to specifications, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

4. Certified that:

- a) The expenditure on conveyance hire included in this bill was actually Incurred, was unvoiced and is within the scheduled scale of charges for the conveyance used, and
- b) The Govt. servant concerned is not entitled to draw Traveling Allowance under the ordinary rules for the journey and is not granted and compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty, which necessitated the journey.
- c) Certified that the monetary or quantitative limits prescribed by the Govt. in respect of items of contingencies included in the bill have not been exceeded.

Appropriation for current year \_\_\_\_\_  
Expenditure including this bill \_\_\_\_\_  
Amount of work bills annexed \_\_\_\_\_  
Balance available \_\_\_\_\_

Passed for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

**Incharge Finance & Accounts** **Senior Scientist & Head/Chairman**

(For Use in Audit & Accounts Section)

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

---

\_\_\_\_\_ only)

Assistant \_\_\_\_\_ Senior Scientist /Chairman

Paid vide Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

**Incharge Finance & Accounts** **Senior Scientist & Head/Chairman**

**Krishi Vigyan Kendra, \_\_\_\_\_** **Monthly**  
**accounts for the month of \_\_\_\_\_ 200\_\_**

Opening balances as on \_\_\_\_\_:  
Cash in hand:  
Cash at bank:  
Add: Remittances received from ATARI during the month:  
Add: Receipts realized during the month

**Total:**  
Less: Expenditure incurred during the month:

Closing balances as on \_\_\_\_\_:  
Cash in hand:  
Cash at bank:

**Incharge Finance & Accounts**

**Senior Scientist & Head**

Krishi Vigyan Kendra, \_\_\_\_\_

Classified Abstract of Expenditure for the Month of \_\_\_\_\_ 20

SI.No.	Head of Accounts	Expenditure (in Rs.)	
		For the Month	Progressive
<b>A. Recurring items</b>			
1. Pay and allowances			
	i) Pay of officers/establishment		
	ii) Dearness allowance		
	iii) House rent allowance		
	iv) Transport allowance		
	v) Other allowances		
	<b>Total (1)</b>		
2	Travelling allowance		
3	HRD		
<b>4</b>	<b>Contingencies</b>		
<b>A</b>	<b>Office contingencies (Administrative Expenses)</b>		
	a) Stationery, telephone, stamps and other expenditure on office running		
	b) POL, repair of vehicles, tractor & equipment including hiring of vehicle		

B)	Technical Programmes (Research & Operational Expenses)		
i)	Meals for trainees		
ii)	Teaching material for training and demonstrations		
iii)	Training of a) Extension functionaries b) Farmers and Farm Women c) Rural Youth		
iv)	Publication of extension literature for farmers and extension functionaries		
v)	Honorarium for trainers		
vi)	On farm testing (problem oriented)		
vii)	Frontline Demonstration		
viii)	Extension Activities		
ix)	Library (purchase of newspaper, journals, etc.)		
x)	Operation of Instructional Farm		
	<b>Total (3)</b>		
	<b>Total (A)</b>		

<b>B. Non Recurring items</b>			
1	Works		
	a) Office Building		
	b) Residential Building		
	c) Minor Works		
2	Equipment		
3	Information Technology		
4	Furniture and Fixtures		
5	Vehicles		
6	Library		
	<b>Total (B)</b>		
<b>C</b>	<b>Revolving Fund</b>		
<b>Grand Total (A+B+C)</b>			

**Incharge Finance & Accounts**

**Senior Scientist & Head**

# Annexure 18

**Krishi Vigyan Kendra, \_\_\_\_\_**

**Statement showing the details of expenditure incurred under the head 'Works'**

**during 20\_\_ - \_\_**

<b>Sl.No.</b>	<b>Item of work</b>	<b>Amount (Rs.)</b>
	a) Office Building	
	b) Residential Building	
	c) Minor Works	

**Incharge Finance & Accounts**

**Senior Scientist & Head**



## Vehicle Inspection Report

## Name of Krishi Vigyan Kendra

- Date of Inspection :  
 •Particulars of vehicle :  
 Vehicle Regn. No. : Make & type :  
 Engine No. : Chaises No. :  
 Year of Manufacturing : Horse power :Total km covered :
3. Mechanical and electrical condition :  
 Engine Require major overhaul  
 Compression Compression pressure cylinder  
 Poor/Satisfactory/Good  
 Engine pick up Poor/Satisfactory/Good  
 Top oil Required/not required  
 Major oil Required/not required
4. Transmission system :  
 Clutch Slip/Spin/Pulsation/Noisy/Need OH/Satisfactory/Good  
 Gear Box Humming/Noisy/Gear slip-out / Need OH / Satisfactory /Good  
 Prop Shaft Vibration/Metallic/Rustle/Need repair/replacement / satisfactory
- Good  
 Differential Humming Regular/Knock/Knowing while turning/Need OH
5. Steering & suspension Rattling/Stiff and hard steering  
 6. Brake systemSpongy/less effective/pulling Sidewise/Need  
 OH/Satisfactory/Good
7. Cooling system Rusting/Damaged/Choked/Need repair/replacementRadiator  
 Satisfactory/Good
8. Chassis & body Rattling/Rust/eaten/partially needs repair/complete body and Floor need  
 renovation/satisfactory/Good
9. Painting only touch-up/need repainting/satisfactory/good  
 10. Upholstery need minor repair/full upholster/repair/satisfactory/good  
 11. Electrical system Starter motor and dynamo: Need OH/Satisfactory/Good  
 12. Electrical & wiring Due for rewiring /Satisfactory/Good

The vehicle is of \_\_\_\_\_model and has already covered a mileage of \_\_\_\_\_kms so far and an amount of Rs. \_\_\_\_\_ has already been spent on the vehicle.

In view of the heavy expenditure to be incurred on the vehicle, the vehicle is found to be beyond economical repairs. Hence recommended for condemnation. Motor Vehicle Inspector RTO/STA at Govt. of

**Proforma for sending proposals for condemnation of vehicles**

1	Type of vehicle	
2	Horse power of the vehicle	
3	Registration No.	
4	Date of purchase	
5	Prescribed life for condemnation vide Schedule VII of GOI Delegation of Financial Powers Rules	
6	Actual life on the date of making proposal for condemnation	
7	No. of kilometers prescribed for condemnation vide Schedule VII of GOI Delegation of Financial Powers Rules	
8	No. of Kilometers actually covered	
9	Name of authority prescribed for certifying condemnation vide Schedule VII of GOI Delegation of Financial Powers Rules	
10	Name of the authority whose certificate is attached. This should be ensured as condemnation proposal will not be considered without this certificate	

11	In case the vehicle does not qualify for condemnation for want of completion of its life or coverage of kilometers what are the justifications for declaring it as condemned in relaxation of the said conditions? Detailed justification for this should be given and it should be certified as follows:  It is certified that the vehicle is not required to be condemned due to negligence or neglect, but because of reasons beyond control of the Driver/Mechanic/ In-charge of the vehicle	
12	No. of vehicles available (after condemnation) with details thereof (Type, Year & Km run)	
13	No. of Drivers available (Regular)	
14	Whether driver available to run the proposed vehicle to be purchased	
15	Type of vehicle to be purchased	
16	Whether proposed vehicle is available at DGS&D rate contract (indicate validity of the contract)	
17	Whether the Net Dealer Price of the proposed vehicle at DGS&D rate contract is less than / equal to the allocated amount.	
18	BE/RE Provision under Grand-in-Aid vehicle for current financial year	
19	Justification for procurement of vehicle and why the purpose cannot be served by hiring vehicle	
20	Details of vehicles purchased during the last two years and expenditure there of	
21	Any other information	

**Head of Host Institute**

**Senior Scientist & Head**

# Annexure 21

## STATEMENT SHOWING PERMANENT ASSETS ACQUIRED

NAME OF THE KVK \_\_\_\_\_

Assets acquired during the year \_\_\_\_\_

Sl. No.	Head of Account	Opening Balance as on 01.04.____	Assets Acquired during the year _____ (out of main grants)	Assets disposed off/written off during the year _____	Closing Balance as on 31.03.____	Reference of the Council's letter for the assets acquired during the year
1	Land					
2	Building & Other Original Works					
3	Tools Plant & Equipment					
4	Furniture, Fixture & Fittings					
5	Typewriters,					
6	Computers					
7	Vehicle					
8	Farm Equipment					
9	Library Books & Journals					
10	Others					
	<b>TOTAL</b>					

Incharge Finance & Accounts

Senior Scientist & Head

# Annexure 22

				1	Sl. No.
				2	Full description of the asset purchased/acquired
				3	Date of purchase/acquisition
				4	Amount of purchase value/book value
				5	Mode of acquisition Whether by purchase/ transfer/gift or donation
				6	Date and mode of disposal
				7	Reasons for disposal
				8	Sale value Amount
				9	Amount written off Sanction No. and date vide which the amount of the asset written off
				10	Remarks

Krishi Vigyan Kendra, \_\_\_\_\_  
Register of Assets

**Krishi Vigyan Kendra, \_\_\_\_\_**  
**Audit Utilization Certificate in respect of KVK Main Account for the period \_\_\_\_\_**

Opening balance for the year (Brought over from the previous year i.e. 200 _____ )	Remittances by ICAR/ZC Unit during the year	Council's share of receipts realized from the scheme during the year	Total (Col. 1+2+3)	Actual expenditur e for the year	Council's share of sanctioned grant for the year	Council's share of expenditur e actually incurred and audited during the year	Closing balance at the end of the year i.e. 31.3.200_ — (Col. 4 - 7)
1	2	3	4	5	6	7	8

Certified that:

1. The grant has been utilized for the purpose for which it was made by the Council.
2. The excess expenditure incurred over and above the sanctioned ceilings of one or more sanctioned Heads of expenditure has been met by reappropriation of savings under the remaining heads (Council's sanction for excess expenditure is enclosed).

Certified that the accounts of the scheme/project as summarized above have been audited.

Signature of the Auditors (with  
Regn. No. and seal)

# Annexure 24

Krishi Vigyan Kendra \_\_\_\_\_

Expenditure Statement in respect of KVK Main Account for the year \_\_\_\_\_

Sl. No.	Particulars	Allocation for the year	Expenditure incurred	Closing balance
<b>A) Recurring</b>				
1	Pay & Allowances			
2	TA			
3	Contingencies			
	a)			
	b)			
	c)			
	<b>Total (A)</b>			
<b>B) Non-Recurring</b>				
1	Works			
	a) Admn. Building			
	b) Farmers hostel			
	c) Staff quarters			
	d) Demo units			
	e)			
	f)			
2	Furniture and equipment			
	a) Xerox machine			
	b) Fax machine			
	c) Generator			
	d)			
3	Vehicles			
4	Library			
5	Others			
	<b>Total (B)</b>			
<b>Grand Total (A+B)</b>				

Incharge Finance & Accounts

Senior Scientist & Head

Chairman/Comptroller

# Annexure 25

## Form GFR-40

(See Rule 190. (2) (1))

Register of Fixed Assets

**Name and description of Fixed Assets of Krishi Vigyan Kendra, \_\_\_\_\_**

Date	Particulars of asset	Particulars of Supplier		Cost of the Asset	Location of the Asset	Remarks
		Name and Address	Bill No. and Date			

**Incharge Finance & Accounts**

**Senior Scientist & Head**



**Krishi Vigyan Kendra, \_\_\_\_\_**

**Traveling Allowance Audit Register**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

<b>Date of payment</b>	<b>Bill No.</b>	<b>Period</b>	<b>Place of visit</b>	<b>Purpose</b>	<b>Amount of Bill</b>	<b>Initial of Senior Scientist</b>	<b>Remarks</b>

# Annexure 27

Krishi Vigyan Kendra, \_\_\_\_\_

File No:

Date:

## **SANCTION ORDER**

Sanction of the Chairman is hereby conveyed for amounts of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) towards \_\_\_\_\_  
\_\_\_\_\_ from M/s \_\_\_\_\_ vide  
Invoice No. \_\_\_\_\_ dated \_\_\_\_\_.

A crossed cheque may please be arranged to be drawn in favour of

\_\_\_\_\_.

The expenditure on this account may please be met out of the sanctioned  
budget of the KVK for the year 200\_\_-0\_\_ under \_\_\_\_\_.

**Senior Scientist & Head**

Distribution

1. The Assistant
2. Sanction Order file
3. Guard file





## FORMAT FOR TENDER ENQUIRY

To

\_\_\_\_\_

Dear Sir

**Sub: INVITATION FOR BID FOR SUPPLY OF (NAME OF THE ITEM)**

You are invited to submit your most competitive Bid for the following goods

1. Brief Description

Specification\*Quantity

Delivery period of the Goods

Place of Installation

Delivery requirement if any

\*Whether ISI mark

- Similar capacity (say horse power)
- Computer configuration
- UPS capacity

2. Bid price

(a) The contract shall be for the full quantity as describe above. Correction if any shall be made by crossing out, initialing with date and rewriting.

(b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.

(c) The rate quoted by the bidder shall be fixed for the duration of the contract.

2. Validity of Quotation: (Sufficient time may be kept so as to finalize the purchase but not less than 15 days).

3. Opening of Quotations: Quotation will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

4. Evaluation of the Quotation: The quotation will be considered only when it is

(i) Properly signed

(ii) Terms and conditions are acceptable to the bidder.

5. This office reserve the right to accept or reject any bid and cancel the bidding process and reject all bids at any time prior to award the contract.

6. The bidder whose bid is accepted will be notified of the award of the contract by this office.

7. Normal commercial warranty/guarantee shall be applicable to the supplied goods

8. You are requested to provide your offer latest by ----- hours on (date) we look forward to receive your quotations and thank you for your interest.

Name -----

Address -----

Tel. No. ---

## FORMAT OF QUOTATION

SL No.	Description n Goods	Specificat ions	Qty.	Unit	Quoted Unit rate in Rs.	Taxes and Duties	Total amount (Rs)	
							In figures	In words

Gross Total Cost: Rs. -----

We agree to supply the above goods in accordance with the technical specification for a total contract price of Rs. ----- (Amount in figures:) (Rs-----amount in words) within the period specify the quotations.

We also confirm that the normal commercial warrantee/ guarantee of -- months shall applicable to the offered goods.

Signature of supplier

With date and seal

# 7 CPC Pay Matrix for Teachers/ Scientists

## Annexure 33

### Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,100	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,100	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,100		
17	92,500	1,10,500	1,27,900	2,10,800		

*K. K. T. S. S. S.*  
21/1/17

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

K.K. Tripathy  
21/11/17



