



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेंद्र प्रसाद मार्ग, नई दिल्ली 110 001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001.
Tel:- 91-11-23046504

F. No. 6-110/2015-AU

Dated the 2nd February, 2022

To

All the Directors of ICAR Institutes / ATARIs / NRCs / Bureaux

Sub.: Holding of meetings of Assessment Committee(s) for considering Scientists for promotion / placement to next higher grade or for clearance of probation & confirmation - reg.

Madam / Sir,

It is observed that a large number of CAS promotion cases and the cases related to clearance of Probation & confirmation are pending for a considerable time in many ICAR Institutes.

2. Delay in career promotion cases not only affects the career prospects of the scientists but also causes demotivation amongst them, which should not be case taking into consideration the fact that they are directly involved / engaged in research work in agriculture / education / extension / allied fields. Therefore, with a view to have timely assessment of such cases, it is requested to kindly arrange to ensure the following:

- (i) Details of scientists, who were eligible for being considered for placement / promotion to next higher grade by 31.12.2021, or were due for consideration for Clearance of Probation & Confirmation by 31.12.2021, may be forwarded positively by 28.02.2022 in the prescribed format(s) [Annexure-A and Annexure-B].

Note : In the event of no pending case(s) of CAS promotion / Clearance of Probation & Confirmation, "NIL" report may be furnished.

- (ii) Cases of scientists, who were due for promotion / placement to the next higher grade upto 31.12.2021, may got considered by the duly constituted Assessment Committee(s) by 30.06.2022.
- (iii) The case of scientists, who have completed probation period of 2 years upto 31.12.2021, may be placed before the duly constituted "Probation Clearance & Confirmation Committee(s)" by 30.06.2022 for consideration of their cases for clearance of probation & confirmation from the due date.

► 3. Recommendations of the Assessment Committee under CAS for promotion / placement of scientists may be forwarded with the following documents through e-office only:

- (i) Forwarding letter under the signature of Directors/Head of Administration of the Institute.
- (ii) Statement-cum-check list showing details / particulars of the scientists being considered for promotion under CAS (format enclosed as per Annexure-I).

NR

- (iii) Self-contained Note placed before the Assessment Committee(s).
- (iv) Copy of M. Sc. (Agri.) / M. Phil./ M. Tech. / M. V. Sc./ M.F.Sc./ Ph. D. degree.
- (v) Copy of letters showing nomination of Assessment Committee members by ASRB/DG/DDG.
- (vi) Proceedings / recommendations of the Assessment Committee(s) (Discipline-wise and grade-wise).
- (vii) Detailed Score Card showing attribute-wise marks awarded to the scientists by the Committee(s) in the prescribed format.
- (viii) While forwarding assessment promotion cases, DOs and DON'Ts, as detailed below, may also be taken into consideration :-

DOs	DON'Ts
(i) Process of seeking nominations of Competent Authority on the Assessment Committee (s) may be completed at least six month prior to the meeting.	► (i) Copy of APARs / gist of APARs, Research Publication(s), AIPRs, Integrity Certificates <u>need not be sent.</u>
(ii) Before considering a scientist for placement / promotion to the next higher grade, it may be ensured that his/her probation period is already cleared.	► (ii) Proposal(s) relating to the placement / promotion of ICAR Scientist under CAS may be forwarded to Deputy Secretary (Per.), ICAR Hq. through <u>e-office only</u> and not through e-mail or speed post (in physical form).
<p>► (iii) In future, the cases of Scientists, becoming due for consideration for promotion from 1st January to 30th June of a particular year, may be got considered by the Assessment Committees by 31st December of that year.</p> <p>► Likewise, the cases of Scientists, becoming due for consideration for promotion from 1st July to 31st December of a particular year, may be got considered by the Assessment Committees by 30th June of the following year.</p> <p>► Similar practice may be followed in the cases relating to clearance of probation & confirmation of ICAR Scientists.</p>	<p>► (iii) Nomenclature of the committees considering promotion cases under CAS is "Assessment Committee(s) for CAS" and not DPC, in terms of ICAR policy guidelines vide letter No. 1(2)/2012-Per.IV dated 10.10.2014. <u>Therefore, the Committees considering CAS promotion may be indicated as "Assessment Committee for CAS".</u></p> <p>Nomenclature of the committees considering clearance of probation & confirmation cases of Scientist is "Committee for Clearance of Probation & Confirmation" and not DPC. <u>Therefore, the Committees considering probation & confirmation cases may be indicated as "Committee for Clearance of Probation & Confirmation".</u></p>

4. This may please be accorded **top priority**.

Yours faithfully,


(Naresh Kumar Sharma)
Deputy Secretary (Per.)

Distribution:

1. PSO to DG, ICAR / PPS to Secretary, ICAR
2. PPS to all Deputy Director Generals, ICAR
3. PS to JS (P)
4. Guard File

ANNEXURE - A

Proforma showing details of scientists who are due to consideration for clearance of probation and confirmation

Name of the Institute: _____

S. No.	Name of the Scientist (RGP Rs. 6,000)	Date of appointment as Scientist	Date on which 2 years of probation period completed	Due date of confirmation

MPD

Sr. Admn. Officer / Chief Admn. Officer of the Institute

Please see overleaf

ANNEXURE – B

Proforma showing details of ICAR Scientist who are due for consideration for promotion/placement to the next higher grade under CAS

Name of the Institute: _____

S. No.	Name & designation of the Scientist	Period of Assessment	Due date of promotion to the next higher grade (with name of post to which promotion is due)

NP

Sr. Admn. Officer / Chief Admn. Officer of the Institute

ANNEXURE-I

Checklist for considering assesment of Scientists under Career Advancement Scheme (CAS)					
Sl. No.	Details	Particulars			Remarks
1	Name of the Institute				
2	Name & designation of the Scientist				
3	Date of Initial appointment in ARS				
4	Date of appointment as Scientist(Pay Level 10 /pre-revised RGP of Rs 6000/-)				
5	Date of appointment as Scientist(Pay Level 11 /pre-revised RGP of Rs 7000/-)				
6	Date of appointment as Scientist(Pay Level 12 /pre-revised RGP of Rs 8000/-) (without Ph.D)				
7	Date of appointment to the grade of Sr. Scientist (Pay Level 12 /pre-revised RGP of Rs 8000/-)(with Ph.D.)				
8	Whether pobatation has been cleared. If so, date of confirmation may be indicated.	Yes/No Yes, date of Confirmation.....(If			
9	Educational Qualification	Sl. No.	Degree	Date of acquiring degree, and name of the Institution from which acquired	
		1	(i) M.Sc		
		2	(ii) MSc.(Ag.)/ M.Tech./M.Phil. /M.V.Sc. / M.F.Sc. (Pl. tick whichever is applicable)		
		3	(iii) Ph.D.		
10	Whether copy of educational qualification, starting from M.Sc attcahed	Yes/No			
11	Pay level for which Scientist is presently being assessed for	(11/12/13A)			
12	Gist of APAR during the period of assesment	Sl. No.	Year	Grading	
		1			
		2			
		3			
		4			
		5			
		6			

NRAB

13	Status of Vigilance clearance and Integrity during the assessment period	Vigilance Clearance (If clear then please mention the date on which vigilance clearance was given)	Clear/Not Clear	
		Integrity	Beyond doubtful/Doubtful	
14	Whether the Scientist has submitted AIPR of the year ending, preceding the year in which she/he is being assessed for placement/promotion to the next higher grade	Yes/No		
15	Period of Assessment			
16	Date on which Assessment Committee met			
17	Composition of the Assessment Committee	1 Chairman		
		2 DG's Nominee	1	
			2	
		3 DDG or his Nominee		
		4 Director of the Institute		
18	Whether copy of the ASRB/Council's letter nominating Chairman/members of the Committee attached	(Attached/Not attached)		
19	Whether the Committee met within one year of its constitution	Yes/No		
20	Marks awarded to the Scientist by the Assessment Committee			
21	Whether detailed Score Card of the Scientist attached	Yes/No		
22	Whether the Scientist has been recommended for the promotion	Yes/No		

AO/SR.AO/CAO/CAO(SS)/Registrar/Head of Administration

Director of the Institute