



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**Krishi Bhavan, Dr Rajendra Prasad Road,**  
**New Delhi - 110 001**

F.No.TS-19(10)/2022-Estt.IV

Dated 22<sup>nd</sup> August, 2022

To

The Directors/Project Directors of ICAR Research Institutes / Project Directorates / National Research Centres / Bureaux / ATARIs.

Sub: ***Timely Five Yearly Assessment of Technical Staff-Regarding***

Sir,

In order to ensure that the assessment cases of technical personnel are dealt within a reasonable time frame, the Council had earlier issued guidelines and prescribed time limits for finalising the assessment cases. However, it has been noticed that the guidelines issued for screening of candidates for timely promotion are not being kept in mind scrupulously.

2. As you are aware, the Technical Service Rules of the ICAR provide for career advancement of technical personnel through merit promotion from one grade to the next higher grade irrespective of the occurrence of the vacancies in the higher grade on the basis of the assessment of their performance. In accordance with the provisions of the Technical Service Rules, the recommendations of the Assessment Committees, constituted by the Institutes as per approved composition, are implemented with the approval of respective Directors of the Institute upto T-5 levels, whereas the recommendations in respect of assessments from T-6 to T-9 are forwarded to the ICAR Hqrs. for approval of the Competent Authority. In many cases, it has been found that the recommendations of assessment Committee being received at the ICAR Hqrs. are not properly examined and are forwarded for approval of the Competent Authority of the Council in a very casual way. This not only causes lot of delay and increases work load at ICAR Hqrs., but also reflects adversely on the efficiency of the Institutes.

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*N. K. Meeroj*  
22/08/2022

3. ICAR has issued guidelines on the procedure of assessment and the ICAR Handbook on Technical Services explains the criteria, procedure for assessment and assessment system for guidance of all concerned.

With the objective to streamline the procedure, the following time-schedule/guidelines may be followed for processing the assessment cases before forwarding them to the ICAR Hqrs. for approval of the Competent Authority:-

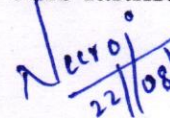
- (i) The assessment cases must be submitted in **online (e-file) mode through e-office after scanning the relevant documents clearly**. (viz. Checklist, proceedings, scorecard & ASRB's nomination letter may be scanned in a single page and other documents in another page/folder)
- (ii) Cases of assessment which are due from the period of April to August may be considered by the end of the month of December of current financial year. For example, assessment cases which are due from April, 2019 to August, 2019 may be considered by the end of December, 2019.
- (iii) Cases that are due in the next part of the financial year i.e. (September to March) may be considered by the end of August of the next financial year. For example cases of assessment which are due from September, 2019 to March, 2020 may be considered by the end of August, 2020.
- (iv) Time limit may be prescribed for completion and submission of assessment proforma.
- (v) Note for Assessment Committee must be prepared before hand for guidance of all members of the Assessment Committee.
- (vi) The Institute must brief the Assessment Committee with the latest guidelines from the ICAR Hqrs and the provisions under the Technical Service Rules. The eligibility criteria in terms of benchmark and educational qualifications must be made clear to the Committee for making their recommendations.

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- (vii) In some cases, it has been observed that the reason for delay in assessment cases is due to non-availability of APARs for the prescribed period of assessment. It is, therefore, directed that all efforts should be made to get the APARs completed as per the schedule prescribed for preparation of confidential reports by the DoPT.
- (viii) The Institute must fill up 24 points revised checklist (enclosed) and scrutinize each and every column before submission of the Assessment report to the Council.
- (ix) Once the proceedings of the Assessment Committee have been signed by all members of the Committee, the Institute is required to examine each and every recommendation in terms of period of assessment, benchmark, qualifications, ratings of APARs prepared separately for each candidate, clearance from the vigilance/disciplinary angle, communication of adverse remarks and action thereon, and a certificate to this effect should be given that the recommendations of the Assessment Committee have been thoroughly examined at the Institute level and are being forwarded with the approval of the Director of the Institute.
4. Further, the Directors are requested to ensure that the assessment promotion proposals are examined strictly in accordance with Technical Service Rules (New or Old as per option of the individual employee) and Orders/clarifications as issued in respect to TSR. The Institutes may also consider reviewing of merit promotion cases in respect of employees of the technical category and in the event of detection of an error, rectification process may be undertaken by way of issuing a Show Cause Notice and on analysing the reply to the speaking order may be issued correcting such errors.

The above guidelines/time schedule may be strictly adhered to and any exception will be viewed seriously.

Yours faithfully,

  
22/08/2022

(Neeraj Tanwar)

Under Secretary (TS)

Encl. As above

**Revised**

**Checklist**

Sl.No.	Particulars	Remarks	
1.	Name of the Employee		
2.	Name of the Institute		
3.	Date of Birth		
4.	Category i.e. SC/ST/OBC/Gen.		
5.	Date of Initial appointment		
6.	Details of Transfer (if any)		
7.	Relevant Educational Qualification on the date of appointment in ICAR with date of acquiring of each subsequent qualification, if any	Educational Qualification	Date of acquisition
8.	Functional Group in which he/she was appointed		
9.	Opted for Old/New TSR		
10.	Present grade & date of promotion to that grade		
11.	Date of acquiring each promotion		
12.	Any break in service/Dies-non/ Study Leave etc., if any during assessment period		

Neeraj  
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13.	Full particulars of the relevant 5/7 years of APARs sent	Year	Reporting Marks	Reviewing Marks
14.	Recommendations of the Director of the Institute in 5/7 yearly Assessment proforma			
15.	Advance increments granted, if any, with date with detailed justification			
16.	No. of time Assessed			
17.	Whether clear from vigilance angle			
18.	The date when was the Assessment due			
19.	Whether there is delay of more than 6 months in conducting the Assessment? If yes, what are the reasons			
20.	Attested copies of APARs attached (Yes/No)			
21.	Date of retirement/resignation/death (if applicable)			
22.	Certificate to the effect that only members nominated by ASRB participated in the Assessment Committee meeting			
23.	If the Chairman/Members of the Assessment Committee are as per the Order of nominations as per serial number mentioned in the ASRB letter? if not reasons thereof.			
24.	Date of submission of AIPR for the current year (attach copy)			

Neeraj  
22/04/2022

(Signature of Director with Seal)