

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



F.No.Admn./4/2/2016-W.S.

Dated the 20 December, 2016

Sub: Proceedings of the Interactive Workshop on "Administrative Matters" for the ICAR Institutes located in West Zone held at CIFE, Mumbai on 24<sup>th</sup> November, 2016

Please find enclosed the proceedings of the Interactive Workshop on "Administrative Matters" for the ICAR Institutes located in West Zone held at CIFE, Mumbai on 24<sup>th</sup> November, 2016 for information and necessary action.



( P. Sakthivel )

Deputy Secretary (WS)

**Distribution**

1. All the Directors of the participating Institutes (as per list).
2. DDG(Fy.), ICAR.
3. Director, IASRI, New Delhi.
4. Director(Per)/ Director(Works), ICAR
5. Deputy Secretary(Admn.), ICAR
6. PPS to Secretary, ICAR.
7. ISO, DKMA for uploading on ICAR website.
8. Guard file.

**Proceedings of the Interactive Workshop on "Administrative Matters" for the ICAR Institutes located in West Zone held at CIFE, Mumbai on 24<sup>th</sup> November, 2016.**

An Interactive Workshop on "Administrative Matters" for the 19 ICAR Institutes located in West Zone was held under the Chairmanship of Secretary, ICAR at Central Institute of Fisheries Education (CIFE), Mumbai on 24<sup>th</sup> November, 2016. Director of the institute alongwith Administrative officer from each participating institute participated in the said workshop. Some officers from ICAR Headquarters have also attended the said workshop and made presentation on various issues.

At the outset, Dr. Gopal Krishna, Director, CIFE, Mumbai being the Head of the host Institute welcomed Secretary, ICAR and all the Directors and other officers present in the said meeting. He appreciated Council's decision for giving opportunity to CIFE, Mumbai for hosting this workshop. Further he has stated that the said workshop is a good platform for resolving issues across the table and also to clear certain doubts on the issues to be discussed in the said workshop. This interaction at zone level will be more fruitful.

DDG(Fy.) while endorsing the views of Director, CIFE, Mumbai also was of the view that one day deliberation will be helpful in resolving so many issues.

The meeting started with the opening remarks of the Secretary, ICAR. He welcomed all the participants and explained the necessity for holding this workshop. He informed the participants that this workshop was earlier scheduled during October, 2016 but postponed due to some administrative reasons. This type of workshop is the right platform for considering issues which were neglected and could not be addressed. He has informed the participants that implementation of ERP system in 108 ICAR institutes is a great achievement for ICAR. He visited so many ICAR institutes and observed that still the ERP system is not fully operational in some ICAR institutes due to one or another reason. For speedy disposal of cases, Secretary, ICAR emphasised that proposals for which Director of the institute is competent authority may be dealt at Institute level. Such proposals may not be referred to ICAR Hqrs., as it leads to delay in disposal of the cases. Only the proposal for which Director of the Institute is competent but which requires some clarification may only be referred to the Council. He informed that the competence level of the ICAR Headquarters employees as well as the employees of ICAR institutes is equal. In so far as court cases are concerned, Secretary, ICAR has advised that each and every judgement of Court need to be gone through very carefully in order to avoid further litigation.

In so far as casual labour having temporary status is concerned, Secretary, ICAR has informed that the orders of DOP&T on the subject are very clear and proposals may be examined accordingly.

On the issue of "Procurement", Secretary's views were that the official dealing with proposal of "Procurement" should have adequate knowledge of rules/ orders of Govt. of India on the subject. The proposal for inviting tender/ bid may be processed well before (3-4 months in advance) the expiry of the present/ existing contract, keeping in view the procedural necessities. Contract can not be extended simply because adequate preparation is not done by the authorities in advance. While inviting tender, each of the clause to be given in the tender should be read carefully. It is advisable to have pre-bid meeting even if it is of small amount. The problem being faced by the institute in the existing contract may be recorded on the file before inviting fresh contract.

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### **Career Advancement Scheme(CAS) for ARS Scientists:**

Sh. S.K. Mitra, Director(Personnel) then made his presentation on Career Advancement Scheme(CAS) for ARS Scientists. Before starting his presentation Sh. Mitra observed that this kind of workshop is a good opportunity to interact with the institute personnel on Administrative issues. In his presentation he informed the participants about revised CAS eligibility for promotions of ARS Scientists w.e.f. 1.1.2009 and also the details of discipline-wise vacancy position in each institute. He referred to Dr. Panjab Singh Committee which defines essential qualification for each RMP and Non-RMP like HOD/ JD/ PC/ KVK i/c. He also referred to Dr. S.L. Mehta committee report which recommended to revisit the score card for appointment to various scientific positions. He has informed the participants that for entry level ARS Scientists, Institute/ Discipline wise vacancies will be identified and posting monitored to ensure filling of the vacancies at the earmarked institutes against the respective discipline. He informed that the term "Eminent Scientists" have now been defined on the basis of experience and other parameters which was earlier not defined. The ambiguity in the promotion of Scientists by recruitment or through Career Advancement Scheme(CAS) has now been removed. Each institute may initiate the exercise for conducting CAS well in time (i.e. 8 months in advance) and conduct the assessment even if one person is eligible as waiting for few more always does not match up with their discipline, experience. Some participants have shared their experience with regard to delay in conducting assessment of scientists. They have informed that in a number of cases the concerned scientists did not fill the requisite forms in time which is required for CAS which is also a reason for delay. Sh. Mitra has requested the Directors of participating institutes to issue warning to the scientists who did not submit the requisite form for extending CAS. Sh. Mitra further requested the institutes to send the request for filling up of posts of scientists at their respective institute duly recommended by the Director of the institute to Personnel Division of the Council for further necessary action. This exercise will facilitate the institutes to get Scientists of their discipline concerned. He has further requested the Administrative Officers of the institutes to update the data of vacancy position on ERP for which an application has already been devised by IASRI.

Secretary, ICAR was of the view that the action proposed by the Council with regard to posting of Scientist in his discipline only to the maximum extent can be considered as Administrative Reforms for Scientists of ICAR. Contribution of ICAR in the economy of India is appreciable. The institute has to manage its personnel in a transparent and effective manner. There is a tendency for opting posting by incumbent near his/ her home town. Such request may be examined keeping in view the mandate of the Council and the scientists may be posted at ICAR institutes keeping in view their discipline. Secretary, ICAR has advised the Directors of the institutes that if any scientist did not submit requisite information in time for considering him/her for CAS they may lose opportunity for that year. The institute should have a panel for consideration of scientist for CAS for one year.

### **Interaction with the officers of CPWD**

Director(Works), ICAR welcomed all the officers of CPWD (Western Region) and expressed gratitude for their presence in the said workshop on the request of ICAR. Then the interactive session with CPWD officers of Western Region started and the issues related to 'Works' of participating ICAR institutes (located in western region) being executed by CPWD were taken up one by one. Director(Works) then presented institute-wise details of items of 'work' pending with CPWD or vice-versa.

After long deliberation, it was observed that 'Works' are pending (a) due to cost escalation for which additional fund is required by the institute from SMDs (b) estimates has not been received from CPWD (c) some petty works are pending in occupied quarters as the occupants desired the CPWD to get the work done as per the convenience of the occupant, (d) In some cases, the accounts are yet to be adjusted by the CPWD.

Secretary, ICAR advised the CPWD officers and the Directors of the participating institutes to settle the unadjusted account and to complete the pending 'Works' within a time frame. He has also advised Director(Works) to get the details from CPWD with regard to unadjusted funds of ICAR pending with CPWD. He may also take up the matter with Crop Science Division for release of funds to Dte. of Groundnut Research, Junagadh for completion of pending 'Works' of the instt and a report in this regard may be submitted to Secretary, ICAR. He further requested the CPWD officers to devote one day (convenient to CPWD officials) at CIFE, Mumbai for settlement of all the pending issues of the instt.

**Vacancies in Administrative/Finance Cadre, Regularization of Casual Labour having temporary status**

Ms. Namrta Sharma, Deputy Secretary(Admn.) then gave presentation on vacancies in Administrative and Finance Cadre and also on the regularization of Casual Labourers having temporary status. She has informed that on the basis of Combined Competitive Examination for the Post of Administrative Officers and Finance and Accounts Officers, 2014 conducted by ASRB, the selected candidates have been allowed to join ICAR service pending verification of Character & antecedents that may be completed within 06 months. A total number of 32 AOs/ F&AOs have joined the ICAR service. Like FOCAR training for ARS, a training has been imparted to these newly recruited AOs/ F&AOs before joining their respective place of posting. The said training was conducted at NAARM(01 month) followed by one month training conducted by ISTM, New Delhi and one month attachment with ICAR institutes. For this year also, the vacant post of AOs/F&AOs has been sent to ASRB for starting recruitment action. She has informed that the Council has requested the ASRB to undertake the recruitment process for vacant posts of LDCs of ICAR institutes/ ICAR Hqrs. in a centralized manner. The vacancies reported by ICAR institutes have been compiled and a consolidated requisition has been placed to the ASRB for filling up of vacant posts of Stenographer Grade-III in a centralized manner with the objective of bringing uniformity and transparency to the process of recruitment. She has also made a presentation on the vacancy position of various Administrative and Finance Cadre posts in the institutes located in West Zone.

Then she made a presentation on regularization of Casual Labourers having temporary status(CLTs). She has informed that the orders of DOP&T on the said subject are very clear and may be followed. There is a ban on the Direct Recruitment of Skilled Support Staff. The vacancies may be filled from the **eligible** Casual Labour having temporary status. For further details, the 1993 scheme of the GOI for CLTs may be gone through. This scheme is applicable for those Casual Labourers who are working since 1993.

Secretary, ICAR has desired that as recruitment is a continuous process, the recruitment process may be regularized every year. All the vacant posts may be filled through ASRB. Administration and Technical Divisions may collect all the requisite information from ICAR Institutes in this regard. Further he has informed the participants that the framing of Administrative Service Rules for ICAR employees, on the basis of DOP&T Service Rules is under consideration of the Council. Henceforth, ICAR will create a merged cadre. The Council will float the Draft Recruitment Rules (Administrative Service Rules) for comments of all concerned. All the Directors may ensure for holding of DPC meeting in time. On the request of CIRCOT, Mumbai for providing a post of F&AO, Secretary, ICAR asked Ms. Namrta Sharma, Deputy Secretary(Admn.) to look into the request of the instt. for providing a post of F&AO.

On the issue of regularization of Casual Labour having temporary status, Secretary, ICAR has desired DS(Admn.) to issue a clarification on filling up the CLTS. The data prepared by the Council may also be placed on ICAR website within 15 days.

#### **ICAR Technical Service:**

In the Post Lunch session the proceedings started with the presentation made by Sh. P. Sakthivel, Deputy Secretary (TS&WS) on "ICAR Technical Services". He has started his presentation with the remarks that "there is a general perception that ICAR Technical Service is very difficult to understand. But it is not so, it is quite simple". He has informed the participants that in the recent past (May, 2016), the Council has specified 12 subjects which are coming under the term "**Social Science relevant to Agriculture**". The Direct recruitment is allowed only at the lowest level in each category i.e. Technician (T-1), Technical Asstt.(T-3) and Sr. Technical Officer(T-6). The Direct recruitment is presently allowed only in four functional groups namely, Field/ Farm Technician, Lab. Technician/ Workshop Group including Engineering staff and Library/ Information Staff". The recruitment at the level of Hindi Translator is also allowed. The post of Sr. Technical Asstt./ Farm Managers/ Programme Asstt. sanctioned in the grade of T-4 in the KVKs run by ICAR institutes are also to be filled up by ASRB with the question paper set up for the grade of Tech. Asstt.(T-3). The technical services existed prior to 3.2.2000 is called "Old Technical Service". On 3.2.2000, Council introduced Modified Technical Services. Employees were given option to opt for new or old Technical Services. As the qualifications introduced on 3.2.2000 were general in nature such as Bachelor's Degree or PG Degree in the relevant field, the technical employees experienced some difficulties in some functional groups in getting promotion to the next higher grade because higher qualifications in their field were not available. Therefore, Council amended the qualification in Technical Service on 24/2/2006. The Council changed the designations of the technical cadre employees in 2013. He has presented the details of Old Designations and New Designations before the participants. The Governing Body of ICAR recently approved a proposal that in future recruitment to the post of T-6 in ICAR institutes and Hqrs. may be made in a centralized manner by ASRB instead of the institutes which were earlier given the power to appoint T-6 employees. ASRB proposes to conduct the exam for T-6 along with NET/ ARS Preliminary exams. Suitable orders from the Council are to be issued shortly. Some participants had raised certain doubts with regard to recruitment and other issues concerning Technical Service which were clarified by Sh. P. Sakthivel.

Director, CIFE, Mumbai has requested that the Institute may be provided the post of "Medical Officer". Sh. Sakthivel has clarified that as per ICAR Technical Service Rules, the Medical Officer are to be taken only on deputation basis, the rules does not allow Direct Recruitment of Medical Officer. Secretary, ICAR asked the Director, CIFE whether the instt. has post of Medical Officer. If not, a proposal for creation of post of Medical Officer with adequate justification may be sent to SMD. The approval of Ministry of Finance will be required for creation of post.

#### **Implementation of Enterprise Resource Planning (ERP) in ICAR Institutes:**

Dr. Sudeep Marwaha, Pr. Scientist, IASRI, New Delhi has intimated the participants that ERP system has been implemented in all the ICAR institutes. IBM will work for ICAR on this system till January, 2018. The objectives of ERP system aims to improve organizational resource planning and decision making, enhance personnel efficiency and organisational productivity in long run through improved information; management and work culture. Then he presented institute wise progress report based on transactions towards invoice, payment, receipt, service details, training, leave, purchase, fixed assets, GL entry, Payroll etc. The difficulties being faced by each institute for making entries on ERP has been

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discussed and where possible, Dr. Sudeep Marwaha has given solution to mitigate such problems. Secretary, ICAR has gone through the status of uploading necessary information on the ERP by each participating institute as presented by Dr. Sudeep Marwaha. He has advised all the Directors of participating institutes to look into the matter personally and ensure uploading all the requisite information on ERP within 15 days failing which action as deemed fit will be initiated against the defaulter. The performance with regard to uploading necessary information on ERP in respect of some ICAR institutes was not found satisfactory. Secretary, ICAR expressed his concern on the work so far done by these institutes with regard to implementation of ERP in the institute. The observations of Secretary, ICAR in this regard are given below:-

**CIAE, Bhopal:** Secretary, ICAR has advised the Director, CIAE, Bhopal that all modules of ERP may be completed by December, 2016.

**CIFE, Mumbai:** The problem being faced by the instt. may be sent in detail to IASRI for resolving/ fixing such problems.

**CIRCOT, Mumbai:** All the modules may be completed by December, 2016 failing which strict action will be initiated against the Institute.

**DOGR, Pune:** The instt. has informed that a number of times when information is uploading on ERP by institute's official, the information suddenly disappears and all the fields duly filled in are also deleted due to technical problem/ bad internet connectivity at DOGR, Pune. Secretary has directed Dr. Sudeep Marwaha that IBM may be asked to resolve this problem immediately.

**NRC on Pomegranate:** The institute has informed that they are facing certain difficulties while working on ERP e.g. the information uploaded on the ERP system is not visible. Secretary, ICAR advised the institute to depute their official at CIFE, Mumbai for a day for clearing doubts in implementation of ERP.

Further Secretary, ICAR has informed the participants that the status of implementation of ERP in GOI is being monitored by PMO/ Cabinet Secretariat. A monthly report on this issue is being sent regularly to Cabinet Secretariat by DG, ICAR hence no excuse with regard to non-implementation of ERP will be considered at any stage. The Director of the institute will be held responsible for any shortfall/ lapse in implementation of ERP in their respective ICAR institute. Dr. Sudeep Marwah, Pr. Scientist, IASRI was asked to prepare a proforma indicating the details of work done by the ICAR institutes on ERP. The details of queries of the institutes received on mail by IASRI and replied to by IASRI may also be provided to Secretary, ICAR.

**Utilization of land/ assets and Digitization of land records of ICAR:-** Sh. V.P. Kothiyal, Director(Works), ICAR has presented institute-wise progress of preparing Master Plan for utilization of land and uploading Map. He has emphasized the need for digitization of land record. He has informed that all the ICAR institutes were requested to prepare/maintain a complete land dossier inter alia containing the related land record documents, correspondence and memos of transaction etc.. The land dossier shall indicate whether the land is acquired by the outright purchase or gift or on lease and whether the transaction has been duly recorded in the State Land Records. The land dossier should also indicate the particulars of the related litigation, if any. The institutes were required to submit a scanned Map or Cadastral Map showing the boundary of the instt. along with major land marks like Road/Village/Monuments/Canal/River etc. which would help in locating the instt. in the software and drawing the polygon. The necessity of developing/ preparing Master Plan was also emphasized in the said workshop. The instts. was asked to prepare Master Plan of their available land, if already not done. If institutes faces any difficulty in preparing of Master Plan, they may contact local CPWD offices of their area for necessary help.

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**Installation of Roof Top Grid connected PV Solar System in ICAR Institutes:** Director(Works) informed that as a GOI policy initiative, Grid connected rooftop solar PV panels are to be installed in all the government institutions. ICAR has already given a commitment to GOI for generating Green Energy through Roof Top Solar (RTS). The RTS are to be developed in Renewable Energy Service Companies (RESCO) mode. CPWD with the help of Solar Energy Corporation of India (SECI)/ MNRE has identified the state-wise RESCO agency along with the approved installed capacity.

Secretary, ICAR has stressed the need for preparing a data bank of all the lands available with various institutes of ICAR in order to avoid any litigation or claims of others on the land in the possession of ICAR. He has requested the Directors of Institute to spend some time on this task. He has stated that a good Master Plan not only optimizes the land use but also reduces the cost of infrastructure development.

**Open House:** The matter with regard to Procurement specifically Tendering Library Books was discussed in details.

The workshop concluded with a vote of thanks to the Secretary, ICAR by Director, CIFE, Mumbai. Secretary, ICAR, also thanked the Director, CIFE, Mumbai and the officials of CIFE who have made arrangements for conducting this workshop.

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## List of ICAR Institutes located in West Zone

1	Central Institute for Cotton Research (CICR), Nagpur	(Crop Science Division)
2	Directorate of Groundnut Research(DGR), Junagadh, Gujarat	(Crop Science Division)
3	Directorate of Soyabean Research, Indore	(Crop Science Division)
4	Directorate of Floriculture Research (DFR), Pune	(Horticultural Division)
5	Directorate of Medicinal Aromatic Plants Research (DMAPR), Boriavi, Anand	(Horticultural Division)
6	Directorate of Onion & Garlic Research (DOGR), Pune	(Horticultural Division)
7	Central Citrus Research Institute (CCRI), Nagpur	(Horticultural Division)
8	National Research Centre for Grapes (NRCG), Pune	(Horticultural Division)
9	National Research Centre for Pomegranate (NRCP), Solapur	(Horticultural Division)
10	Central Coastal Agricultural Research Institute (CCARI), Goa	(NRM Division)
11	Indian Institute of Soil Science (IISS), Bhopal	(NRM Division)
12	National Bureau of Soil Survey & Land Use Planning (NBSSLUP), Nagpur	(NRM Division)
13	National Institute of Abiotic Stress Management (NIASM), Pune	(NRM Division)
14	Directorate of Weed Science Research, Jabalpur	(NRM Division)
15	Central Institute for Research on Cotton Technology (CIRCOT), Mumbai	(Agril. Engg. Division)
16	Central Institute of Agricultural Engineering (CIAE), Bhopal	(Agril. Engg. Division)
17	National Institute of High Security Animal Diseases (NIHSAD), Bhopal	(Animal Science Division)
18	Central Institute of Fisheries Education (CIFE), Mumbai	(Fisheries Division)
19	Agricultural Technology Application Research Institute (ATARI), Zone-VII, Jabalpur	(Agril. Extn. Division)