



भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110 001.

Tel: 91-11-23384649

F.No. 2-34/2016-AU/Pers.

Dated the 03rd August, 2016

To

All Directors of ICAR Institutes,

Madam/Sir,

It is requested that the documents/proposals being sent to the Council for conveying the approval of the Competent Authority for assessment promotion cases through Career Advancement Scheme (CAS) are completed in all respect including the following documents:

1. Self Contained note for DPC
2. Original proceedings
3. Relevant Score Card
4. APAR for the relevant period in r/o Scientist/Sr. Scientist
5. Service Particulars of the Scientist/Sr. Scientist
6. Vigilance & Integrity Certificate provided by the Institute
7. DG Nominee
8. DDG Nominee
9. Status of AIPR submitted by the scientist (Date of Submission)

As above said documents are required for all such cases and invariably enclosed therewith to enable the Council to process them smoothly.

Institutes are sending the work done report in forms of books with the Assessment under CAS papers which are not needed for the Council.

It is, therefore, requested not to send several copies of research achievements (books) submitted by the scientists in further as it is not required by the Council. For any assistance/clarification, the Section Officer, Assessment Unit, ICAR, may be contacted on 011-23388991-6, Extn 504.

Thanking you,

Your's faithfully,

(Pradyumna Kumar Jain)

Deputy Secretary (Personnel)

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