

Chapter 33

Instructions on making interim arrangement during the absence of Director on short-term/long term basis

33.1 Absence of the Director on leave, deputation etc. for less than 45 days.

33.1.1 If posts of Joint Director /Project Director exists:

The senior most amongst the joint Directors and the Project Directors should hold the charge in the absence of the Director, unless the senior most Joint Director/Project Director informs the Director in writing that he/she was not interested to hold charge in which case, the next senior most amongst the joint Directors and the Project Directors should be considered. If for any reason, the Director is of the view that the senior most amongst the Joint Directors and the Project Directors should not be given charge, he/she should record reasons in writing and submit the proposal to the ICAR Headquarters for appointment of the next senior most amongst the Joint Directors and the Project Directors. The ICAR Headquarters will carefully examine the matter and pass an order for giving the additional charge to the next senior most amongst the Joint Directors and the Project Directors, if it is convinced that there are strong and adequate grounds for doing so.

(ICAR No. 8(9)/77-Per.IV dated 24.3.1993)

(ICAR No. 8(2)/95-Per.IV dated 25.3.1997)

The guidelines for making interim arrangement against the vacancy of Head of the Division/ Head of the Regional Station were issued vide Para II(3) read with Para 1(3) of Council's circular No. 8-9/77-Per.IV dated 24th March, 1993. According to these guidelines if the date of appointment as Principal Scientist of two or more claimants is the same, progressively their seniority in Grade S-4, S-3 etc. is taken into account. A reference has however, been received as to the procedure to be followed if two or more Principal Scientists are having the same date of appointment upto S-1 grade in ARS. The matter has been examined and it has been decided with the approval of GB, that in case two or more Principal Scientists have successively the same date of appointment in S-4, S-3, S-2 and S-1 grades, their inter se seniority shall be decided on the basis of their inter se seniority of the service rendered in ICAR prior to 1.10.1975. This principle would be applicable only in the case all persons having tie have worked in the ICAR prior to 1.10.1975. If any one from this is from outside the ICAR system, their inter se seniority shall be decided on the basis of their date of birth. Accordingly Para II(3) of circular No. 8-9/77-Per.IV dated 24th March, 1993 read with circular of D.O. letter No. 2(53)/89-R.C. Cell dated 2nd June, 1992 relating to principle of determination of notional seniority for making interim arrangement to the post of HOD/HRS stand amended to this extent.

(ICAR No.19(1)/2007-Per.IV dated 21st May, 2007)



33.1.2 If post(s) of Joint Director/Project Director does not exist:

The Senior most amongst the Heads of Division and the Project Coordinators should hold the charge in the absence of the Director

(ICAR No. 8(2)/95-Per.IV dated 25.3.1997)

33.1.3 Criteria of Seniority:

The criteria for determining the seniority amongst the above mentioned scientists should be the date of joining their respective posts. viz Joint Director, Project Director, Head of Division and Project Coordinator.

(ICAR No. 8(2)/95-Per.IV dated 25.3.1997)

33.1.4 If the posts of Joint Director/Project Director/Heads of Division/Project Coordinator do not exist or these posts are not filled up.

The senior most Principal Scientist will hold the charge.

(ICAR No. 8(2)/95-Per.IV dated 25.3.1997)

33.1.5 Criteria of Seniority.

The notional seniority of Principal Scientist appointed after 1.1.86 may be determined on the basis of their date of appointment to the grade of Rs. 4500-7300 (pre-revised). The notional seniority of other Principal Scientists, who were appointed as Scientists S-4 before 1.1.86 may be determined on the basis of their date of appointment to S-4 grade. If two or more Principal Scientists have the same date of appointment to S-4 grade, the one who was appointed to S-3 grade earlier would be considered senior; if their dates of appointment to S-3 grade are the same then the one who has been appointed to S-2 grade earlier will be considered senior. Similar criteria would be observed where two scientists were holding S-3 posts prior to their placement as Principal Scientist.

ICAR No.8(9)/77/Per.IV dated 24.3.1993

33.1.6 Principal Scientists from Regional Stations:

If no Principal Scientist at the Institute's headquarters is eligible to be appointed as Director on short-term basis, the Director may consider names of eligible and willing Principal Scientists from the "Regional Stations of the Institute, failing which he/she should seek advice of the Deputy Director General concerned for getting the name from some other institute in the same subject matter division".

(ICAR No. 8(9)/77-Per.IV dated 24.3.1993)

33.1.7 Casual Leave/ Tour

During casual leave and tour within the country, the charge of the Director is not required to be handed over, but the Director may nominate the senior most scientist at the institute's headquarters to look after the current duties.

(ICAR No. 8(9)/77-Per.IV dated 24.3.1993)



33.2 Absence of Director for more than 45 days.:

33.2.1 Where the absence of Director will be likely to be more than 45 days similar criteria would be followed except for the fact that the arrangement has to be approved by the ICAR headquarters.

(ICAR No. 8(9)/77-Per.IV dated 24.3.1993)

33.2.2 It is emphasized that if the charge of Director is held by a person not appointed on regular basis as Director, he/she should use the designation as “ Acting Director”

(ICAR No. 8(9)77-Per.IV dated 24.3.1993)

33.2.3 The guidelines inter-alia, specify that ‘where the absence of Director/ Project Director is likely to be more than 45 days, the officiating arrangements has to be got approved from the ICAR Headquarters’. In some recent instances it has been observed that the Director have proceeded on deputation abroad for period exceeding 45 days, without having the officiating arrangements formally got approved from the ICAR headquarters. Therefore, it is reiterated that these instructions should be followed invariably.

(ICAR No. 10-9/2001-Per.III dated 28.8.2003)

33.3 Principle of Seniority

The principle of seniority as mentioned in para 33.1.5 will also be applicable for making interim arrangements against the vacancies of Heads of Division/Heads of regional stations at the research Institutes. Accordingly, para 5(b) of the guidelines for appointment of Heads of Division and regional stations at the ICAR Institutes circulated vide d.o. letter No. 2(53)/89-R.C. Cell dated 2nd June, 1992 stands amended to this extent.

(No. 8(9)/77-Per.IV dated 24th March, 1993)

33.4 Filling up the post of Heads of Division and making interim arrangements:

1. The position will be filled up by selection through the ASRB on tenure of 5 years, in the pay scale of Rs. 4500-7000.
2. The field of selection will be open to the principal Scientists and Professors (or equivalent) in the relevant discipline;. The existing incumbent will also be eligible to apply for the re-advertised post of Head of Division to take chance with other for a fresh tenure of 5 years.
3. Action for recruitment will normally be initiated one year before the date on which the vacancy is likely to arise.
4. On completion of the tenure, the incumbent may be posted anywhere in the ICAR, as Principal Scientist, depending upon the requirement and availability of a vacancy. Where, however, an individual has joined service from outside the ICAR system and holds a lien on his original post or service in the parent organization and does not want to get absorbed in the ICAR service, his services will be placed back at the disposal of his parent organization.



5. While efforts should be made to complete the selection of a successor well in advance, if for any reasons selection a successor is not finalized in time, an interim arrangement as indicated below can be made by the Director of the Institute:-
 - (a) If the old incumbent is still in service, he may be allowed to continue for a period not exceeding six months.
 - (b) If the old incumbent is not available or is not interested in continuing further or is considered unfit or ineligible for further retention for reasons to be recorded, the senior-most Principal Scientist in the discipline, whether in the same Division or any other Division of the Institute, may be appointed. The date of appointment to the post of Principal Scientist or in an equivalent grade in ICAR will be the criterion for determining the seniority in that grade. If, however, there are more than one Principal Scientist with the same date of appointment, the person older in age would be considered to be senior most Principal Scientist for this purpose.
 - (c) If the senior-most Principal Scientist is unwilling or is not found fit for reasons to be recorded, the next senior-most Principal Scientist identified by the same rules, would be considered.
6. The model qualifications for the Head will be similar to those prescribed for the post of Project Coordinator.
7. A Unit can be classified as a Division if (a) it has at least 10 Scientists in position, and (b) it has at least one post of Principal Scientist either on the original sanctioned strength or through re-deployment. If these conditions are not satisfied, the Unit should form part of some other Division. The concept of Divisions is not to be applied to other National Research Centres.
8. The above procedure of selection would also apply to other appointment of Head of Regional Stations of the Institute.
9. The incumbent will not be permitted to join or apply for another equivalent position within ICAR or outside, during the first four year of his tenure.

(ICAR No. 2(53)/89-R.C. Cell dated 2.6.1992)

Note(1): The notional seniority of Principal Scientists appointed after 1.1.86 may be determined on the basis of their date of appointment to the grade of Rs.4500-7300. The notional seniority of other Principal Scientists, who were appointed as Scientist S-4 before 1.1.86 may be determined on the basis of their date of appointment to S-4 grade. If two or more Principal Scientists have the same date of appointment to S-4 grade, the one who was appointed to S-3 grade earlier would be considered senior. If their dates of appointment to S-3 grade are the same then the one who has been appointed to S-2 grade earlier will be considered senior. Similar criteria would be observed where two scientists were holding S-3 posts prior to their placement as Principal Scientist.

(ICAR No. 8-9/77-Per.IV dated 24.3.1993)



Note(2): The principle of seniority as mentioned in Note (1) will also be applicable for making interim arrangements against the vacancies of Heads of Division/Heads of Regional Stations at the Research Institutes. Accordingly, para 5(b) of the guidelines for appointment of Heads of Division and regional stations at the ICAR Institutes circulated vide D.O. letter No. 2(53)/89-R.C. Cell dated 2nd June, 1992 stands amended to this extent.

(ICAR No.8(9)/77-Per.IV dated 24.3.1993)

Note(3): If the date of appointment as Principal Scientist of two or more claimants is the same, progressively their seniority in grade S-4, S-3 etc. is taken into account. A reference has however, been received as to the procedure to be followed if two or more Principal Scientists are having the same date of appointment up to S-1 Grade in ARS. The matter has been examined and it has been decided with the approval of GB., that in case two or more Principal Scientists have successively the same date of appointment in S-4, S-3, S-2 and S-1 grades, their inter se seniority shall be decided on the basis of their inter se seniority of the service rendered in ICAR prior to 1.10.1975. This principle would be applicable only in the case all persons having tie have worked in the ICAR prior to 1.10.1975. If anyone from this is from outside the ICAR system, their inter se seniority shall be decided on the basis of their date of birth. Accordingly, Note (1) above read with circular of D.O. letter No. 2(53)/89-R.C. Cell dated 2nd June, 1992 relating to the principle of determination of notional seniority for making interim arrangement to the post of HOD/HRS stand amended to this extent.

(ICAR No. 19(1)/2007-Per.IV dated 21.5.2007)

Designating of Scientists as Officer In-charge/Scientist In-charge of Regional Research Stations/Research Stations/Sub-Stations of ICAR Institutes.

As per ARS Rule, all regular Heads of Divisions and Heads of Regional Stations etc. are to be appointed on a tenurial basis for a period not exceeding 5 years through the ASRB. It has been noticed, in some of the Institutes certain Scientists have been designated as Scientist In-charge/Officer In-charge of Regional Stations as an internal arrangement for the sake of operational convenience. Though the incumbents so designated have not, been selected or appointed through the ASRB, yet some of them have been continuing indefinitely, beyond five years. In these circumstances it has been decided that all such operational arrangements of designating Scientist In-charge/Officer In-charge may not be continued beyond five years under any circumstances. On expiry of five years, the next senior most Scientist in the same cadre i.e. Principal Scientist or Senior Scientist from the same station or in case no suitable Scientist is available by redeployment from other stations or headquarters, be proposed on rotational basis and a suitable proposal forwarded to the concerned DDGs at the ICAR Headquarters in this regard for consideration and for issue of formal orders by Personnel Division. Accordingly, all such existing arrangements may be reviewed.

(ICAR No. 38(6)/2010-Per.IV dated 8.12.2010)