



भारतीय कृषि अनुसंधान परिषद्
Indian Council of Agricultural Research

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F. No. 1 (1) / 2024 – Per – IV (E 294616)

Dated: 13.07.2026

OFFICE MEMORANDUM

Subject: Treatment of period of absence and admissibility of TA/DA to candidates appearing in Interviews for assessment under the Career Advancement Scheme (CAS) and in Written Tests / Interviews for direct recruitment conducted by the Agricultural Scientists Recruitment Board (ASRB) – reg.

The undersigned is directed to refer to the instructions issued from time to time regarding the treatment of the period of absence and admissibility of Travelling Allowance / Daily Allowance (TA/DA) to candidates appearing in Interviews for assessment under the Career Advancement Scheme (CAS) and those appearing in Written Tests / Interviews for direct recruitment conducted by the Agricultural Scientists Recruitment Board (ASRB).

2. In order to ensure clarity and uniform implementation of the existing provisions, the instructions issued on the subject have been reviewed, consolidated and reiterated as under:

A. ICAR Scientists / employees appearing in Written Tests / Interviews for Direct Recruitment conducted by the ASRB

- (i) ICAR employees called by the ASRB for Written Tests / Interviews for direct recruitment posts may be granted Special Casual Leave for the period of the Written Test / Interview, including the admissible journey time, subject to an overall ceiling of 10 days in a calendar year.
- (ii) No TA / DA shall be admissible for attending such Written Tests / Interviews (unless otherwise specifically mentioned by the ASRB).
- (iii) Special Casual Leave granted for this purpose shall not be combined with any other kind of leave. In case an employee remains absent beyond the date of the Written Test / Interview and the admissible journey period (i.e. not exceeding one day before and one day after the date(s) of the Written Test / Interview), the entire period of absence shall be debited to the employee's leave account against the kind of leave due and admissible.
- (iv) Candidates, particularly those posted in remote and far flung areas, are encouraged to appear before the Board through the online mode, wherever permitted by the ASRB, after obtaining its approval sufficiently in advance.

[Signature]
13/07/2026

B. Scientists appearing before the ASRB Assessment Committee under the Career Advancement Scheme (CAS)

- (i) Scientists appearing before the ASRB Assessment Committee for assessment under the Career Advancement Scheme (CAS) shall be treated as on duty.
- (ii) TA / DA shall be admissible in accordance with the applicable TA rules.
- (iii) In the case of Scientists serving on deputation at the time of assessment, the expenditure on TA / DA shall ordinarily be borne by the borrowing organisation. In the event the borrowing organisation does not agree to bear the expenditure, the concerned ICAR Institute shall reimburse the admissible TA / DA in accordance with the applicable TA rules only after obtaining a written confirmation from the borrowing department.
- (iv) Scientists on Study Leave shall also be eligible for TA / DA for attending the assessment / Personal Discussion under the Career Advancement Scheme (CAS), as admissible under the applicable rules.
- (v) Scientists, particularly those posted in remote and far flung areas, are encouraged to appear before the Assessment Committee through the online mode, wherever permitted by the ASRB, after obtaining its approval sufficiently in advance.

3. These instructions shall supersede all previous instructions issued on the subject to the extent they are inconsistent with the provisions contained in this Office Memorandum.

This issues with the approval of the Competent Authority.


13/07/2026

(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)

Copy for information and / or further needful to:

1. All the Scientists, Officers and staff of ICAR through e-Office.
2. The Secretary, ASRB, Chayan Bhawan, Pusa, New Delhi 110012.
3. All the DDGs / ADGs, ICAR Headquarters, New Delhi.
4. All the Directors / Project Directors of ICAR Institutes, National Research Centres, National Bureaux and Project Directorates.
5. Heads of Administration and Finance wings and DDOs of ICAR Institutes, National Research Centres, National Bureaux and Project Directorates.
6. PPS to the Secretary, DARE & Director General, ICAR, New Delhi.
7. PPS to the Chairperson, ASRB, Chayan Bhawan, Pusa, New Delhi 110012.
8. PPS to the Additional Secretary, DARE & Secretary, ICAR, New Delhi.
9. PPS to Additional Secretary & Financial Advisor, DARE/ICAR, New Delhi.
10. The JS (Pers. & TS) / JS (Finance) / Director (Admn.) / Director (GAC) / Legal Advisor, ICAR HQs, New Delhi.
11. The US (Pers. – I / II) US (Pers. – III) / US (Pers. – IV), ICAR HQs, New Delhi.
12. Information Systems Officer, DKMA for uploading on ICAR website.
13. Guard File.