

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN NEW DELHI-1.**

No.11(34)/2000-E-IV

Dated the 28th Sept. 2001

To

All the Directors/Project Directors of ICAR Research
Institutes/NRCs/Projects Directorates. (By Name)

Subject: Assessment of Technical Personnel - Guidelines regarding -

Sir,

It has been brought to the notice of ICAR Headquarters that assessment cases of technical personnel working in ICAR Institutes/NRCs/ etc. are not processed on time and thus get delayed causing discontentment and frustration among the concerned staff members. The delay in finalization of such assessment cases has been viewed seriously at th ICAR Hqrs. and in order to avoid such delays in future, the following time-frame has been prescribed with the approval of the Competent Authority:-

Stage	Time to be taken
(i) Completion of assessment proforma.	One month
(ii) Obtaining of CCRs for five years for the period under assessment	Two weeks
(iii) Obtaining names of Chairman/members of the Assessment Committee from the Chairman, ASRB.	One month
(iv) Convening of the meeting of the assessment committee and submission of the proposal for acceptance of recommendation of the assessment committee by the Appointing Authority.	One month
(v) Obtaining approval of the Appointing Authority and issue of orders for merit promotion/grant of advance increment to the officer concerned.	One month

2. It has also been noticed that some of the technical personnel who were due for assessment for grant of merit promotion or advance increments failed to submit their assessment proforma within a reasonable time in spite of reminders. Since such delays in submitting assessment proforma upsets entire schedule of assessment and creates other administrative problems, suitable instructions were issued to the Directors of ICAR Institutes vide Council's letter No.7(1)/88 Per.III dated 25.2.98 (copy enclosed) (Annexure I) impressing upon the technical personnel working in the Institutes to submit their assessment proforma in time as required under the Technical Service Rules.



Now that a time limit of one month has been prescribed for completion of assessment proforma as per the model time-frame given above, it may also be brought to the notice of technical personnel in all the Institutes that failure to submit the proformae in stipulated time may be viewed seriously and adverse note may be kept for such delayed submissions.

3. Another reason for delay in assessment cases is due to non-availability of Annual Confidential Reports for the prescribed period of assessment. It is, therefore, imposed upon all efforts should be made to get the ACRs completed as per the schedule prescribed for preparation of confidential reports by the Deptt. of Personnel and Training as given an Annexure II

4. If the model time-frame prescribed above is followed, it would not take more than four and a half months to finalise assessment cases after completion of prescribed requisite period of service under Technical Service Rules. However, in order to meet unforeseen circumstances, the maximum time limit to finalise an assessment case has been fixed as six months from the date of completion of prescribed period of service as per Technical Service Rules.

5. It is requested that the guidelines and time-frame prescribed above may kindly be followed scrupulously. The Directors of the Institutes should ensure that the Time-frame is strictly adhered to in dealing with the assessment cases.

Any failure on this account will be viewed seriously.

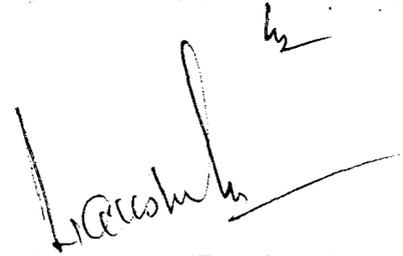
Yours faithfully,



(Sodhi Singh)

Deputy Secretary(Per. & Admn.)

1. All Officer/ Sections at ICAR HQ/ KAB, Pusa.
2. Guard File/ Spare copies



for Deputy Secretary (Per.& Admn.)