



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
Krishi Bhavan, Dr Rajendra Prasad Road,  
New Delhi - 110 001

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Tel. 23384649 fax: 91-11-23387293 E-mail: [sanwal.icar@nic.in](mailto:sanwal.icar@nic.in)

F.No. 18(1)/2004-Estt.IV

Dated 26 Dec., 2005

To

All the Directors/Project Directors of ICAR Research Institutes/  
NRCs/Bureaux

Sub: Career Advancement of Technical Employees- Merit Promotion  
Under Rule 6 of TSR – guidelines – reg.

Sir,

The Career Advancement of technical employees takes place in the manner indicated in Rule 6 of the Handbook of Technical Services, Fourth Edition. It is inter-alia provided that there shall be a system of merit promotion from one grade to the next higher grade, on the basis of assessment of performance. The procedure for assessment is incorporated in Appendix 'III' of the Handbook of Technical Services which has been supplemented by Council's circulars No. 7(18)/85-Per.III dated 2<sup>nd</sup> May, 1989 and 18(5)/98-Estt.IV dated 22<sup>nd</sup> April, 1998 wherein benchmark for assessment promotion was prescribed. The existing instructions including the benchmark for assessment promotion have been reviewed in the Council and it has been decided to prescribe the following guidelines for consideration of cases for career advancement:

1. The following material shall be taken into consideration for assessment as per Appendix 'III' of the Handbook of TSR:-

- a. The material furnished in the 5/7/10 yearly assessment Proforma.
- b. ACRs for the past 5/7/10 years.
- c. Performance record files maintained by the technical personnel
- d. Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the ICAR.

'c' & 'd' is applicable only in the cases of technical employees in category 'III'.

2. The evaluation of ACRs for the assessment period(5/7/10 years, as the case may be) vide foregoing para 1(b), shall carry 80 marks and evaluation of remaining material by the Assessment Committee shall carry 20 marks .

3. The evaluation of ACR shall be done in the following manner:

3.1 The ACRs relevant for the period of assessment (5/7/10 years as the case may be) are to be considered. In cases where the period of assessment does not synchronize with financial year, the ACR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration.

For example, in a case where the 5 year period of assessment ends on 31<sup>st</sup> July, 2005, the ACRs of 2000-01, 2001-02, 2002-03, 2003-04 & 2004-05 are to be taken into account.

3.2 Cases where one or more ACRs of relevant period have not been written for any reason, are to be dealt with in accordance with DOPT OM No. 22011/5/86-Estt.(D) dated 20<sup>th</sup> June, 1989 read with corrigendum dated 13<sup>th</sup> July, 1989. It reads as under :

*"Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered."*

In cases of absence on account of Study Leave, a certificate from the Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the ACR dossier.

3.3 The ACRs relevant for the assessment period(5/7/10 years as the case may be) are to be numerically rated on the basis of final grading as accepted/approved by the Reviewing Authority in the following manner:

- |      |                         |   |          |
|------|-------------------------|---|----------|
| i)   | Each Outstanding Report | - | 80 marks |
| ii)  | Each Very Good Report   | - | 60 marks |
| iii) | Each Good Report        | - | 40 marks |
| iv)  | Each Average Report     | - | 20 marks |



The total marks so arrived at are to be divided by the number of ACRs considered for assessment (5/7/10 years, as the case may be) to arrive at the weightage for ACRs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of ACRs shall not exceed 80 in any case.

4. The Assessment Committee shall examine the other material, as referred to in the foregoing para 1, and award marks on a scale of 20. The marks so awarded out of 20, shall be added to the marks awarded on the basis of the evaluation of ACRs. The merit promotion from one grade to next higher grade shall be made only if an employee meet the following threshold :

- (i) For promotion from T-1 to T-2 grade and T-2 to T-3 grade = 60%
- (ii) For promotion from T-3 to T-4 grade T-4 to T-5 grade and T-5 to T-6 grade = 67%
- (iii) For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade = 75%

0.5 % and above marks are to be rounded off to the next higher number.

5. Directors are expected to ensure that complete and correct information is furnished to the Assessment Committees and the Members are made familiar with the provisions of the Rules and instructions. An administrative functionary of appropriate rank (say AAO/AO/SAO/CAO/US) may be assigned to assist the Committee as Member Secretary.

6. To the extent possible, efforts should be made to identify suitable experts for nomination to Assessment Committee from places not very far away from the institute so as to timely convene the meetings.



7. These instructions supersede previous instructions on the subject vide No. 7-18/1985-Per.III dated 2<sup>nd</sup> May, 1989 No. 18-5/98-Estt.IV dated 22<sup>nd</sup> April, 1998 and shall be applicable to cases of assessment which become due on 1st Jan, 2006 and thereafter.

Hindi version will follow.

Yours faithfully,



**(S.P.SANWAL)**  
**UNDER SECRETARY(TS)**

**Copy to:**

1. All officers at ICAR Hqrs. in Krishi Bhavan, KAB-I and KAB-II.
2. All Sections at ICAR Hqrs. in Krishi Bhavan, KAB-I & KAB-II.