

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No.2(2)/2009-W.S.

Dated the 26th May, 2011

OFFICE MEMORANDUM

Sub: Review of brochure containing the functions of different Sections at ICAR Headquarters reg.

The existing brochure(1989) containing the functions of different Sections/ Units/ Cells at ICAR Headquarters is being updated/ revised. All the Heads of Division/ Branch/ Unit were requested to update the allocated functions contained in the existing brochure 1989 in respect of all the Sections/ Units/ Cells under their respective division and make available a copy of updated functions to Work Study Unit. The updated functions have been received from Divisions/ Branches/ Units of the Council. The updated functions received were examined/ compiled by Work Study Section and sent to the concerned Divisional Head/ Branch Officer for their comments. The comments of some of the Divisional Heads/ Branch Officers are yet to be received.

A draft brochure containing functions of Sections/ Units/ Cells at ICAR Headquarters prepared on the basis of the information received from Divisions/ Branches is being uploaded on the ICAR Website under the column **Circular/ Work Study** for comments of concerned Head of the Division/ Branch. Even if no changes in the functions are required, this may also please be intimated. The comments may please be sent to Work Study Section **within seven days** of issue of this Office Memorandum.

P-S-
(P. Sakthivel)

Deputy Secretary (WS)

To

All Officers/ Sections of ICAR Headquarters at Krishi Bhavan/ KAB-I/II/ NASC Complex, New Delhi.

DRAFT

BROCHURE CONTAINING
FUNCTIONS OF
SECTIONS/ UNITS/ CELLS
OF ICAR HEADQUARTERS

Brochure containing the functions of various sections in the I.C.AR.

Table of contents

Sl. No.	Section	Page No.	Sl. No.	Section	Page No.
1	Audit-I	1	45	Plant Protection	50
2	Audit-II	2	46	O&P	51
3	Audit-III	3	47	Seed	52
4	Accounts-I	4	48	ARIC	53
5	Accounts-II	5	49	ARIS	54
6	Budget	6	50	Art Unit	55
7	Internal Finance	7	51	Photography Uni(DIPA)	56
8	GA-I	8	52	Business Unit	57
9	GA-II	9	53	Cash Section & DDO Unit of DIPA	58
10	Inspection Unit	10	54	English Editorial Unit	59
11	Pension	11	55	F&A Unit(DIPA)	60
12	Co-ordination(A&A)	12	56	Production Unit	61
13	Establishment-I	13	57	Genl. Admn.(DIPA)	62
14	Establishment-II	14	58	Hindi Editorial Unit	63
15	Establishment-III	15	59	Publication Store	64
16	Establishment-IV	16	60	M&I Unit	65
17	Cash-I	17	61	ASR-I	66
18	Cash-II	18	62	IA-VI	67
19	Work Study	19	63	IA-II(NRM)	68-69
20	Contingency Unit	20	64	SW&DF	70
21	Cashier Unit	21	65	AFC	71
22	Governance Cell	22	66	Agricultural Engg	72
23	CR(A)& RTI Cell	23	67	IA-II(AE)	73
24	IC- I	24	68	Agril. Extn.-I	74
25	IC-II	25-26	69	Agril. Extn.-II	75
26	IC-III	27	70	A&P	76
27	Protocol Unit	28	71	EQR	77
28	Personnel-I	29	72	EPD	78
29	Personnel-II	30	73	Examination Cell	79
29	Personnel-III	31	74	F&A	80-81
30	Personnel-IV	32	75	HRD	82
31	Assessment Unit	33	76	Vigilance	83
32	CR Cell	34	77	Vigilance-D	84
33	Horticulture-I	35	78	Coordination	85
34	Horticulture-II	36	79	Establishment-V	86
35	IA-V	37-38	80	E&M	87-88
36	ASR-II/III	39-40	81	R&D	89
37	ASR-IV	41	82	Genl. Admn.	90
38	ESM	42	83	CDN(Tech.)	91
39	IA-I	43-44	84	Award Cell	92
40	Commercial Crops	45	85	Parliament	93
41	F&FC	46	86	Hindi	94
42	IA-III	47	87	Law	95
43	IA-IV	48	88	PPP	96
44	IPR	49	89	TSP Cell	97

Audit –I Section

FUNCTIONS:-

Audit and Payment of bills in respect of:-

NON-PLAN:

1. Purchase of stationery and forms, equipments, machinery, furniture- fixture, Vehicles and Bicycles (including replacement of vehicles), electronic machines, Library Books and Journals, other miscellaneous articles etc.
2. Staff Welfare Fund, Staff paid from contingencies, Conveyance bills of staff of ICAR Hqrs., CGHS
3. Re-imbursement of Stamp Duty
4. Postage/ Telegram and Telephone
5. Petrol/ Diesel and Maintenance and repair of Staff Car
6. DG,s Special Contingency
7. Light refreshment
8. Training of staff
9. Electricity & Water charges and other maintenance charges of office building and staff quarters
10. Hot & Cold weather charges (excluding purchase of Coolers, Heaters etc.)
11. Liveries
12. Watch & Ward
13. Miscellaneous contingencies
14. Other Miscellaneous contingencies (Establishment)
15. Publicity & Public Relations Schemes
16. Sports
17. Compassionate fund
18. International Co-operation
19. Local Living Cost
20. Annual Membership, Audit Fee
21. Expenditure on Regional Committee Meetings
22. Realization of Staff Welfare fund and Licensing of Intellectuals Property under ICAR system.
23. Rent of residences (leased from Deptt. of Estates), Estate Tax.
24. Maintenance of electronic machine
25. Imprest
26. Refund of Security Deposit.

PLAN:

1. Evaluation of Plan Schemes
 2. Support to CGIAR systems
 3. Strengthening of Modernization of ICAR Hqrs.
 4. Publicity & Public Relations Schemes
 5. HRD Training
 6. Equipments
 7. Works – ICAR Hqrs.
 8. I.T.E. Connectivity
 9. IPR
- Checking of adjustment account and clearance of advances.

Audit –II Section

FUNCTIONS:

1. Pre Auditing of following:-

- a) Pay fixation cases of ICAR Hqrs. including that of revisions recommended by Pay Commission.
 - b) Salary bills, other bills including arrear bills of Pay Commission.
 - c) LTC Advance/Adjusted claim in r/o ICAR Hqrs. employees before preparing the cheque/Cash payment
 - d) T.A. Advance/Adjusted claim in r/o ICAR Hqrs. employees & Project Coordinator.
 - e) Air Fare bills in r/o ICAR Hqrs.
 - f) Medical advance/Reimbursement bills in r/o ICAR staff.
 - g) Night Duty, OTA in r/o ICAR Hqrs. staff.
 - h) Advances like HBA/Scooter/Car/Computer advance in r/o staff of ICAR Hqrs. and calculation of interest.
 - i) Leave salary & Pension contribution in r/o those officers who are in foreign service.
 - j) Festival advance, Honorarium bills.
 - k) Tuition fees bills in r/o the staff of ICAR Hqrs. and maintaining of the categories entries in individual names of employees.
2. Maintaining of broadsheet of P. Loans and advances like HBA /Scooter/Car/Cycle /Fan advances and calculation of annually balance and interest thereon of ICAR Hqrs. and final settlement of advance.
 3. Maintaining of Fly leaf register.
 4. Maintaining of centralized LTC leave encashment registers regarding Supplementary pay bills, Traveling Allowance bills.
 5. Maintaining of Traveling Allowance register for controlling TA expenditure.
 6. Maintaining of LTC/Objection Books adjustment register for withdrawal of advance before preparing of cheques/Cash payment in individual cases.
 7. Maintaining of TA/LTC expenditure register by the dealing hands.
 8. Maintaining of the LTC/Home Town/Bharat Darshan register keep the records of individual employees.
 9. Maintaining of the medical advance adjustment register for up to date entries of retired and working employees of ICAR Headquarters.
 10. Recovery of pending TTA/TA/LTC advance.
 11. Incoming and outgoing remittance for making update entries in broadsheet and in the individual employees file.
 12. Preparation of monthly return outstanding regarding LTC/TA/Medical advances
 13. Remittance of PLI/ CTD/ LIC of officers deducted from pay bill.
 14. Pay and other allowances viz. TA/ TTA/ LTC/ Medical etc. of all Project Directors.
 15. Calculation of final interest on interest bearing advances viz. HBA, Conveyance, Computer advance etc.
 16. To calculate and to prepare budget on account of 'salary' of all employees of ICAR Hqrs.

Audit –III Section

FUNCTIONS:-

1. Maintenance of records, book transfer and correspondence with the ICAR Institutes with regard to GPF/ CPF
2. Computerized Data entry in broadsheet of the ICAR Hqrs. and for all institutes of ICAR.
3. To provide information on account of GPF balance in the individual account as called for by DDO/ Cash Sections for processing the request of individual employee for drawing GPF advance/ withdrawal and also required for final settlement of GPF/CPF in respect of Retired Officers/staff at the ICAR Hqrs.
4. Checking/Scrutinizing of the bill of GPF advance/withdrawal received from the Cash Division/DDO before preparing the Cheques/Cash payments in the Individual cases.
5. Acknowledgement for the acceptance of closing balance accepted by the Council to the institutes.
6. Reconciliation of GPF Annual Accounts and outstanding balance of all the institutes.
7. Reconciliation of the book transfer entries on a monthly basis for all institutes.
8. Preparation of the bills against sending the debit statement and amount remitted to the Instt. through Demand Draft and other electronic modes and also acknowledgements for receiving the credits to the Institutes.
9. Preparation and Reconciliation of the GPF monthly & Annual Accounts of the Hqrs based on the Cash Book.
10. Reconciliation of the Cash Book with the bank statement on monthly basis.
11. Preparation of Cheques of the ICAR employees, investment and the institutes related to the GPF accounts.
12. Maintaining of Cash Book, Vouchers and counter foils related to the GPF transactions at ICAR Hqrs.
13. Data entry of Cash Book into the computer regarding net credits and debits.
14. Reply to Audit Paras related to the GPF Cash Book.
15. Arranging on the spot payment of TA/DA to the non-official members in the important meetings such as AGM, GB, SFC, Judging Committee and others high powered committee's etc. at the NASC Complex.
16. Maintaining of the Registers & ledgers of TA/DA related to the Non-official Members, scrutinize the bills, records the Pay Orders and forwarding the Demand Drafts to the non-official members.
17. To make necessary entries in GPF ledgers after calculating the interest on GPF in individual account.
18. Work related to the investment of GPF accumulation/surplus fund to the nominated Public Sector Banks/ Primary dealers through NSCCL Corporate Bonds..
19. Maintaining of the Register of monthly interest and maturities received from the investment.
20. Make efforts for receiving the TDS pertaining to investment.
21. Payment of Deposit Linked Insurance Scheme account to deceased employees of ICAR.
22. Payment of Group Saving Linked Insurance Scheme (GSLIS) to ICAR employees.

Accounts-I Section

Functions:

1. **Maintenance of Main Cash Books** of the ICAR Non-Plan & Plan General Accounts, ICAR Hqrs. Unit and IPR Account.
2. **Remittance of Funds/ Grants** through (RTGS/ Core Banking) of Non-Plan and Plan/ Plan Schemes to all ICAR Institutes/ Directorate/ Research Centres.
3. **Preparation of Cheques/ Demand Drafts for all payments** related to ICAR Hqrs. officers and staff like salary/pay & allowances, personal claims (Medical, TA, LTC, Loans and Advances), payments of Contingencies/ Suppliers/ Contractors, Payment of Pension/ Pensionary benefits, all U-Remittances-I including of Income Tax, etc.
4. **Remittance of funds received from Foreign Agencies/ Organization/ Institutes** related to Foreign Aided/ Funded Projects operating in various ICAR Institutes/ Directorates/ Research Centres.
5. **Deposit of all Cheques/ Demand Drafts in ICAR Bank Account** received from various units like license fee, electricity charges, CGHS contribution from pensioners, Rent/ Guest House receipts, LSPC, RTI receipts in the form of Postal Orders, recovery of Loans and Advances, EMD/ Security Money deposited by Contractors, Refund against adhoc advances/ personal claims deposited by Cashier in the ICAR Bank Account etc.
6. **Data feeding of all Vouchers in Accounting Software** and preparation of Monthly/ Annual Receipts and Payment Account, Income and Expenditure Account and Balance Sheet of "ICAR Hqrs. Unit Account".
7. **Bank Reconciliation Work** related to four ICAR Bank Accounts operating in Accounts-I Section.
8. **Work related to Opening/ Change of Bank Accounts** in SBI/ Nationalized Bank for ICAR Hqrs. and all ICAR Institutes/ Directorates/ Research Centres/ Units.
9. **Forwarding/ issue/ distribution of Cheques/ Demand Drafts** to DDO/ Sections/ Units/ Cells/ SMDs as well as to ICAR Pensioners. Forwardal of vouchers (Receipts and Payments) to Accounts-II Section related to ICAR Non-Plan General Account for preparation of Annual Account.

Accounts-II Section

FUNCTIONS:

1. Compilation and preparation of Annual General Accounts (Non-Plan & Plan) of ICAR Headquarters.
2. Preparation of progressive monthly expenditure statement of all Institutes for the purpose of review in SOC meeting.
3. Consolidation of Annual Accounts of the Council.
4. To provide expenditure statement for the purpose of unspent balances.
5. To supply the necessary information and statistical data related to Annual Accounts of ICAR to various agencies like PDA, PIM, CDN(A&A) etc.
6. Compilation and preparation of Annual Accounts of A.P. Cess Fund.
7. Preparation of statement of collection of A.P. Cess Fund from various parts of India, drawal of A.P. Cess Fund from PAO's office Ministry of Agriculture. Payment of bills of A.P. Cess Fund and maintenance of Cash Book.
8. To monitor Bank Reconciliation Statements of all the ICAR Institutes.

Budget Section

FUNCTIONS:

1. To scrutinize budget proposals of ICAR Hqrs. and its institutes (Non-plan) and to process of their clearance from Ministry of Finance and approval from SFC/GB.
2. Preparation of Statement of Budget Estimates.
3. Allocation of Interest Bearing Advance to the Institutes Hqrs.
4. To release Non-Plan and Plan grants to the Institutes.
5. Drawal of grant from Govt. of India for both Plan and Non-Plan.
6. Appropriation/re-appropriation of funds.
7. Refund of unspent Govt. Grant to the Govt. and issue of Utilization Certificate in r/o the Grant to the Council.
8. Consolidation of budget proposals and preparation of the Budget Book of the Council in respect of Non-Plan
9. Misc. correspondence relating to economy instruction and Parliament Questions.
10. To prepare the utilization statement of expenditure vis-a vis Budget Estimates/ Revised Estimates.

Internal Finance

FUNCTIONS:

1. All cases regarding financial concurrence in respect of sanctions to be accorded by the DG/ the Secretary/DDGs etc.
2. Scrutiny of the EFC/SFCs of all plan schemes.

Grant in Aid –I Section

Functions:

1. Release of grant under plan schemes to various centres of state Agril. Universities located all over India in the disciplines of AICRP on Pearl Millets, Small Millets, Linseed, Sesame and Network on Niger.
2. Scrutiny of Utilization Certificates/Audit Utilization Certificate and acceptance thereof.
3. After-scrutiny of sanctions, payments of bills, issue of demand drafts to the Grantees.
4. Preparation of outstanding Audit Utilization Certificate for presentation in SFC/GB.
5. Maintain of Remittance Ledger Register of all the scheme year wise.
6. Holding of Annual meeting of Comptrollers of SAUs.

Grant in Aid -II

Functions:

1. Release of Grant-in-aid in respect of various schemes met out of A.P. Cess Fund of the ICAR, on Commercial Crops, Animal Sciences, Horticulture & Medicinal Crops, Economic statistic & Marketing.
2. Scrutiny of Audit Utilization Certificates of the scheme.
3. Preparation of budget proposals for A.P.Cess Fund schemes.
4. Financial assistance to various Scientific Societies/ NGO
5. Settlement of the accounts of the defunct Commodity committee about outstanding audited utilization certificates.
6. Preparation of notes for SFC/GB meeting showing the position about outstanding audit utilization certificates.
7. Follow up action with the State Government and Universities for expeditious submission of audit certificates.
8. Maintenance of Scheme Register and other relevant record indicating the outstanding against the grantees.
9. Reply to Parliament questions regarding release of A.P. Cess fund and other allied matters.

Inspection Unit

FUNCTIONS:

1. Internal Audit of ICAR institutes and submission of Inspection Report.
2. Work relating to Draft Audit Report, Audit Report and Inspection Reports on account of ICAR Hqrs.
3. Monitoring of outstanding advances of all the Research Instts./ NRCs and Regional Centres of ICAR.
4. Submission of Half Yearly Report of outstanding advances for Director's Conference.
5. Work relating to Public Accounts Committee of Lok Sabha/ Rajya Sabha.
6. Follow up action on Audit Paras and CAG report.
7. Monitoring of para position of Internal Inspection Reports of ICAR Units.
8. Perusal of replies of Internal Inspection Reports, examination of replies and settlement of Paras.
9. Settlement of Special Audit Report's Paras.
10. Printing of Separate Audit Report for presentation in GB and both the Houses of the Parliament.
11. Settlement of Public Accounts Committee Paras.
12. Monitoring of outstanding audit paras and local audit reports of all ICAR institutes.
13. Submission of information sought by Principal Director of Audit (Scientific Departments) on different issues/Misc. subjects.
14. Arrangement of meetings with Principal Director of Audit (Scientific Departments) at zonal levels i.e. North, East, West & South Zone for settlement of paras of Local Audit Reports.
15. Monitoring of maintenance of Assets Register by all the ICAR Units.
16. Submission of the Annual Accounts of the Council to the Principal Director of Audit(Scientific Department), New Delhi for obtaining audit certificate.
17. Liaison work for transactions Audit and compliance audit of ICAR conducted by PDA(SD), New Delhi.

Pension Section

FUNCTIONS:

1. All matters relating to authorization of Superannuation Retiring/Invalid/Family pension, D.C.R. Gratuity and Commuted value of Pension etc. in respect of employees of the ICAR Headquarters.
2. All matters relating to arranging payment of pension to ICAR Pensioners through the Branches of SBI all over the country.
3. Payment of pensions and other retirement/death benefits through the Accounts Officers at the ICAR Headquarters.
4. Preparation of R.E/B.E. in respect of Head of A/c " Pension and other retirement Benefits".
5. Pension Payment Audit Control.
6. Examination of cases referred to by Personnel Division/Institute Administration/ Establishment Sections at the ICAR Headquarter/Institutes for counting of past service for the purpose of pension from ICAR and offering comments thereon with reference to Rules/Regulations and Orders issued by the Govt. of India/ ICAR.
7. Revision of Pension/Family Pension, Death-cum-Retirement Gratuity and Commuted value of pension as and when the recommendations of Pay Commission are accepted.
8. Restoration of pension after completion of 15 years of receipt of commuted value of pension.
9. Work related to New Pension Scheme.
10. To monitor the pension disbursement by the bank to pensioners and to reconcile the account to ensure accuracy.
11. To deposit the amount received from ICAR Institutes towards contribution of Employer-Employee share in the bank on account of New Pension Scheme.
12. To maintain accounts of NPS fund.

Co-ordination(A&A)

FUNCTIONS:

1. Clarification/advice on the matters relating to Finance and Accounts referred to for policy decision by the different Institutes and administrative sections at the Headquarters.
2. Technical advice in respect of cases of doubts raised on the application and interpretation of rules and orders regarding all financial matters.
3. Coordination of work of Finance Division at Headquarters of the Council.
4. Delegation/re-delegation of powers in ICAR.
5. Determination of Audit and Accounts procedure (including maintenance of Audit Manual).
6. All work relating to Audit & Accounts Training of ICAR Hqrs. candidates.
7. Endorsement/ Circulation of Ministry of Finance orders in ICAR regarding DA, TA, HRA, ad-hoc bonus, economy instructions in expenditure on OTA, Telephones, GPF/CPF, Advances, TTA, CCA Special duty allowance etc.
8. Issue of all general instructions and clarifications involving policy decisions regarding financial matters in the ICAR.
9. Framing of TA Rules of officials and non-officials for attending meeting of ICAR/ASRB.
10. Allocation of work among the officers of the Finance Division at ICAR Hqrs. - issue of orders.
11. Follow-up action on the proceedings of Governing Body/ Annual General Meeting/ Central Joint Staff Council / Director's Conference/ Sr. Officers Committee.
12. Review of sanctioned strength of dealing hands including LDCs in Finance Wing.
13. Preparation of quarterly statement of unspent balance for onward transmission to Ministry of Finance.
14. Examining proposals relating to write off of losses of Rs. 1,00,000/- above.
15. Examining proposals relating to disagreement of F&AOs and the Directors of the concerned Institutes.
16. Examining proposals relating to facility of telephone (Landline/Mobile connection at the residence in respect of entitled category of ICAR employees vis-a-vis Govt. officials.
17. Residential telephone facility without STD to the chief Warden or one of the wardens identified for purpose at IARI, IVRI, NDRI, and CIFE.
18. Clarification on miscellaneous references received from SMDs/ Institutes.
19. Nomination of an officer of ICAR Hqrs. to exercise monthly surprise check of cash at ICAR Hqrs.
20. Scrutiny/ Verification of quarterly statement in respect of consumption of Petrol/ Diesel received from various ICAR Research Institutes/PDs/NRCs.
21. Preparation of quarterly report of Response frame work for onward transmission to Ministry of Finance.
22. Scrutiny/ Verification of quarterly Management Information System Report received from various ICAR Research Institutes/PDs/NRCs.

Establishment-I Section

FUNCTIONS:

1. Establishment matters relating to all officers equivalent to gazetted rank at the Council's Headquarters & Institutes such as all officers holding group 'A' & 'B' administrative posts including PPS & Private Secretaries at ICAR Hqrs. and officers of the combined cadre of Administrative Officers and Finance & Accounts Officers.
 - a) Promotion, transfer and posting in respect of all the above mentioned officers.
 - b) Drawal of increments and sanction of leave to all officers mentioned above posted at ICAR Hqrs.
 - c) Maintenance of Service Record / Service Books of all officers.
 - d) Annual Confidential Reports of the above mentioned officers.
 - e) Review of cases at the age of 50/55 years of all the above mentioned officers of the Institute and ICAR Headquarters.
 - f) Maintenance of Seniority Lists of the officers.
 - g) Immoveable property returns of all the Officers at ICAR Hqrs.
2. Creation/ Continuance of posts
3. Conversion of temporary posts into permanent ones.
4. Coordination and furnishing of periodical returns, relating to Establishment Division.
5. SFC/ GB/ Sr.Officers/ Review Committee meetings- Action pertaining establishment matters.
6. Grant of honorarium to all the staff members of the Hqrs.
7. Work relating to Issues of Republic Day Parade/ Ceremony passes.
8. Invigilation duty of employees of the ICAR Hqrs. for various examination conducted by UPSC/ SSC/ ASRB.
9. Framing and revision of Recruitment Rules for all administrative posts at ICAR Headquarters. and Institutes and Policy matters related to above posts.
10. Cadre Review related proposal.
11. Implementation of recommendations of Pay Commission in respect of administrative category.
12. Maintenance of various registers such as Establishment registers, Rosters for reservation of posts for SC/ST/ OBC candidates, increment registers, etc.
13. Strengthening of ICAR Hqrs.-proposal reg.
14. All other matters incidentally allotted to this section.

Establishment-II Section

FUNCTIONS:

1. All establishment matters of Assistants, Programme Officer, Junior Accounts Officers, Junior Law officers, Senior Research Assistant (Work Study), Parliament Assistant, Senior Sales Assistants, Sports Assistant, UDCs, Personal Assistants(Grade II)/ Stenographers(Gr. III) at ICAR Hqrs.
 - a) Appointments, Promotions, Transfers and posting
 - b) Pay fixation, Release of Annual Increment
 - c) Grant of financial upgradation under ACP Scheme
 - d) Superannuation, Voluntary retirement and other Retirement Benefits
 - e) Forwardal of applications for outside posts/deputations
 - f) Issuance & Renewal of Passport
 - g) Movable/ Immovable property transactions
 - h) Sanction of leave, Leave Encashment of LTC
 - i) Work related to Character/Caste/Service verification
 - j) Counting of past service
 - k) Issuance of different sorts of Certificates (i.e. Salary Certificates, No Demand Certificates, Address Proof Certificates, No-objection Certificates, Endorsements etc.)
 - l) Clearance of probationary period & Confirmation,
 - m) Preparation of Seniority Lists etc. in respect of the above staff.
 - n) Review of cases at the age of 50/55/58 years of all the above mentioned officers of the ICAR Headquarters
 - o) Maintenance of Service Book of above mentioned staff
2. Selection to the posts of Caretakers (Krishi Bhawan, Krishi Vihar, Krishi Anusandhan Bhawan – I/II and NASC International guest House), Cashiers (ICAR Hqrs. and ASRB), Parliament Assistant, Senior Research Assistant(Work Study).
3. Conversion of temporary posts into permanent, Continuance of temporary posts, Forwardal of Applications etc. in respect above posts.
4. Preparation, maintenance and updation of Rosters/ Service Books and maintenance of Service Records in respect of above staff.
5. Deployment of Day Duty on Saturday/Sunday/Other Closed Holidays at ICAR Hqrs., Krishi Bhawan.
6. All matters pertaining to outsourcing of clerical/stenographic services in respect of ICAR Hqrs.

Establishment-III Section

FUNCTIONS:

1. All establishment and recruitment matters of Lower Division Clerks; and Class IV employees of ICAR Hqrs.
 - a) Appointments, Promotions, Transfers and Posting
 - b) Pay fixation, Release of Annual Increment
 - c) Grant of financial upgradation under ACP Scheme
 - d) Superannuation, Voluntary Retirement and other Retirement Benefits
 - e) Forwardal of applications for outside posts/deputations
 - f) Sanction of leave, Leave Encashment of LTC
 - g) Work related to Character/Caste/Service verification
 - h) Counting of past service
 - i) Issuance of different sorts of Certificates (i.e. Salary Certificates, No Demand Certificates, Address Proof Certificates, No-objection Certificates, Endorsements etc.)
 - j) Clearance of probationary period & Confirmation,
 - k) Preparation of Seniority Lists etc. in respect of the above staff.
 - l) Review of cases at the age of 50/55/58 years of all the above mentioned staff of the ICAR Headquarters
 - m) Maintenance of Service Books of above staff
2. Work relating to welfare of staff.
3. Compassionate fund of the Council including contingent budgeting.
4. Grant-in-aid to the ICAR Recreation Club.
5. Arranging of typewriting tests periodically for release of annual increments in respects of Assistants/ LDC.
6. Work relating to Group Insurance Scheme.
7. Maintaining of Family details of CGHS beneficiary.
8. Engaging and daily posting of outsourced Gr. 'D' staff including payments and all other matters pertaining to outsourced Gr. 'D' staff.
9. Work relating to OTA for night duty staff and labourers.
10. Conducting LDC Examination wherever not possible by ASRB to hold such Exam due to their pre-occupation.
11. Work relating to all pensioners CGHS cards.
12. Release of annual grant for upkeep and maintenance of Krishi Vihar Welfare Association.
13. Outsourcing of allied services for Peons/ Messengers in ICAR Hqrs.
14. Compassionate appointment of the members of the family of the deceased employees.
15. Work relating to CGHS medical facilities & budget provision.
 - a) Permission/ Ex-post-facto approval of Medical Tests/ Treatments of the employees and pensioners.
 - b) Addition/ Deletion of family members of the CGHS beneficiaries in CGHS Cards.
 - c) Issue of New CGHS Cards/ Duplicate Cards/ Transfer of Dispensary.
 - d) Appointment/ Renewal of Authorised Medical Attendants in non CGHS areas.
 - e) MOU between ICAR & CGHS recognized Private Hospitals/ Labs/ Diagnostic Centres for providing credit facilities to CGHS beneficiaries in ICAR.

Establishment-IV

FUNCTIONS:

1. Framing of Technical Service Rules of ICAR.
2. All establishment matters of Technical Employees of ICAR Hqrs. viz.:-
 - a) Recruitment of Technical post at ICAR Hqrs. under Direct Recruitment Quota
 - b) Assessment Promotions, Transfers and posting
 - c) Pay fixation, Release of Annual Increment
 - d) Superannuation, Voluntary retirement and other Retirement Benefits
 - e) Forwardal of applications for outside posts/deputations
 - f) Issuance & Renewal of Passport
 - g) Movable/ Immovable property transactions
 - h) Sanction of leave, Leave Encashment of LTC
 - i) Work related to Character/Caste/Service verification
 - j) Counting of past service
 - k) Issuance of different sorts of Certificates (i.e. Salary Certificates, No Demand Certificates, Address Proof Certificates, No-objection Certificates, Endorsements etc.)
 - l) Clearance of probationary period & Confirmation,
 - m) Preparation of Seniority Lists etc. in respect of the above staff.
 - n) Review of cases at the age of 50/55/58 years of all the above mentioned officers of the ICAR Headquarters
 - o) Maintenance of Service Records/ Service Books of Technical employees of ICAR Hqrs.
3. Constitution of Assessment Committees for assessment promotion of Technical employees at ICAR Hqrs.
4. Consideration of recommendation of Assessment Committee for merit promotion in respect of Technical personnel of Category III at ICAR Institutes.
5. Providing clarification sought by ICAR Institutes on various issues relating to the Technical Service Rules of ICAR.
6. Classification/Re-classification of Technical post of ICAR.
7. Change of functional group and designation for Technical employees of ICAR Hqrs.

Cash-I Section

FUNCTIONS:

1. Preparation and sanction of Pension/Family Pension, and Counting of past service cases.
2. Settlement of TA, TTA and LTC claims and advances.
3. Settlement of medical claims/advances of gazetted and non-gazetted employees and pensioners of ICAR Hqrs.
4. Reply of references received from various SMDs and Institutes regarding settlement of Medical claims.
5. Settlement of all interest bearing advances and non interest bearing advances, Settlement of OTA, Night duty Allowance Claims.
6. Booking of Air tickets on most economical rates as per instruction of MOF. Settlement of Air fare bills promptly as per credit period.
7. GPF advances, Part final withdrawal and conversion of GPF advance into final withdrawal.

Cash-II Section

FUNCTIONS:

1. Preparation of pay bill of all Technical Staff. Preparation of GSLIS bill for officers and staff who's GSLIS could not be drawn due to administrative reason.
2. Preparation of pay bills of following staff of ICAR Hqrs. and deduction of TDS, issue of Form-16 and maintenance of PBRs:-
 - a) All Scientists
 - b) Administrative staff and Section officers
 - c) All Assistants and New pension Scheme
 - d) All PSs and PAs
 - e) All UDCs
 - f) All Daftaries and Peons
 - g) All LDCs
3. Preparation of pay slips and all other auxiliary works related to pay bills. Filling of quarterly returns of Income Tax as specified by Income Tax Department.
4. Settlement of all Honorarium claims of ICAR Hqrs.

WORK STUDY SECTION

FUNCTIONS:

1. Undertaking studies for assessing the requirements of staff in the Research Institutes and at the Headquarters of the Council.
2. Scrutiny of ad-hoc proposals for additional staff received from different sections in the Council and from the Research Institutes.
3. Undertaking studies for laying down norms and standards for types of posts keeping in view the elements of jobs peculiar I.C.A.R.
4. Reviewing the norms and standards prescribes from time to time.
5. Rationalization of structures and procedures in the Council and its Research Institutes.
6. Review and rationalization of reports and returns.
7. Standardization of forms of communication/ Forms design and control.
8. Records management such as preparation & review of record retention schedule.
9. Grant of overtime allowance in the ICAR- issue instructions and processing OTA bills received from various staff of ICAR Hqrs.
10. Scrutiny of arrears of recording, indexing and reviewing of records-instructions for-
11. Scrutiny of pending cases-review thereof.
12. O&M works of the Council.
13. Maintenance of regularity & punctuality in attendance. Conducting of surprise checks and action against defaulting officials.
14. In service training of officers and staff. Conducting in-house trainings of officials of ICAR and also the work relating to nomination of ICAR officers for the International Training Programmes/ training having study tour abroad (Administrative category)
15. Management Information System.
16. Over-seeing prompt compilation and maualisation of administration orders and instructions by the section.
17. Office layout.
18. Updation of personal data of all employees of ICAR Headquarters on PERMISNET.
19. Monitoring of data uploaded by ICAR Institutes on Permisnet.

Contingency Unit

Functions:

1. To make necessary entries and watch the expenditure received from different Subject Matter Division (SMDs) in the CRV Register under different heads of account prescribed by the Council and to verify the related files.
2. Scrutiny and verification of all the bills received from various Divisions/ Sections under the above mentioned heads.
3. Checking and Verification of Adjustment of advances submitted by various Sections/ Divisions and to record pass orders on the adjustment account. Recovery of Penal interest in case of late payment.
4. Checking of bills for the payment made under Miscellaneous Contingencies.
5. Checking of bills and recording pass orders on the payment for R-Deposits to be released to different Institutes by SMDs
6. Checking of bills received from Audit-III Section and return the same to Audit-III Section after making necessary entries in the relevant registers and after recording pass orders thereon to enable Audit-III Section for making payment to Non-Official Members of AGM, GB, Award Committee, Award Ceremony and other meetings as per ICAR norms.
7. To prepare and issue TDS certificates to the firms/ companies on the basis of information regarding deduction of TDS received from various SMDs.

Cashier Unit

Functions:

1. Receipt of Cash from the following:-

- I. From CGHS Pensioners towards issue/ renewal of CGHS Cards, Photo pass fee, Licence fee for retention of quarter.
- II. From ICAR employees/ Officers towards payment of excess call charges of telephones, unspent balance of contingent bills, excess amount taken against TA/ LTC, booking of Community Centre at Krishi Vihar.
- III. From NASC Complex towards collection of rent of NASC Guest House.
- IV. From other towards payment of contract fee, License fee of shops at Krishi Vihar, RTI fee.

2. Receipt of Cheques from Accounts-I Section in the name of DDO and withdraw cash from Bank on behalf of DDO. Depositing of Cash in Bank received from various persons as mentioned in para-1 above.

3. Payment bills to ICAR employees/ Officers:-

TA/ LTC Bills	Conveyance Bills
Contingent bills	OTA bills
Children Education Allowance bills	Honorarium Bills
Night Duty Allowance bills	Medical re-imbursement bills
Salary arrear bills	Leave encashment bills
News paper bill	Various bills of Group 'D' staff

4. Maintaining register for keeping record of undisbursed amount under the head "Salary" on day to day basis.
5. Writing of Cash book on daily basis after physical verification of cash by DDO.

Governance Cell

FUNCTIONS:

1. Organizing/making arrangements for convening Annual General Meetings of the ICAR Society.
2. Organizing/making arrangements for convening Governing Body Meetings of the ICAR Society.
3. Nomination of Members on the ICAR Society under various categories viz. Member of Parliament, Scientists, Vice Chancellors, Directors, Farmers etc.
4. Nomination of Members on the Governing Body of the ICAR Society under various categories.
5. Work related to Rules & Bye-laws of the ICAR Society.
6. Reply to Parliament Questions/ Audit Paras on the above items of Work.

(The above tasks include issue of Notice of meeting, fixing date & venue of meeting, updating list of Members, calling and compiling Agenda, making Executive Summary and dispatching Agenda to all the participants. Making Executives Brief of the proceedings for kind perusal of the Hon'ble A.M. and President, ICAR Society. Drafting/preparing and issuing proceedings, Consolidating action taken report and taking follow up action. Making stay & transport arrangement for members. Obtaining sanction and making arrangement for refreshment, tea & lunch and proceesing bills raised by catering contractor. Work related to making TA payment to non-official members. Photocopying, making sets and spiral binding of agenda/proceedings of AGM & GB meetings)

CR(A)& RTI Cell

FUNCTIONS:

1. To prepare and maintain Annual Performance Assessment Report(APAR) in respect of officers of combined cadre of ICAR and all the administrative and technical personnel posted at ICAR Headquarters.
2. To handle following nodal work relating to Right to Information(RTI):-
 - a) To designate/revise CPIOs/AAs list in respect of ICAR Headquarters
 - b) To prepare Annual RTI Report in respect of ICAR for submission to CIC.
 - c) To receive RTI applications/appeals through Reception Officer, ICAR for onward transmission to the concerned CPIOs/AAs
 - d) To assist the Public Authorities in implementing and monitoring the activities mentioned under Section-4 of RTI act, 2005.

IC-I Section

FUNCTIONS:

1. All work relating to UNESCAP, CAPSA, CABI, NACA, ISTA, ISHS, APAARI, BIMSTEC, African Union and ITEC including processing of work Plan/deputation of scientists/Officials abroad under the UNESCAP, CAPSA, CABI, NACA, ISTA, ISHS, APAARI, BIMSTEC, African Union and ITEC.
2. Payment of annual contribution to UNESCAP, CAPSA, CABI, NACA, ISHS, ISTA and APAARI.
3. Processing of all International Consultancy proposals of ICAR Scientists.
4. Processing of proposal for holding/organizing of International Conferences/Symposium/Workshops/Seminars etc. in India.
5. All work relating to Agricultural Research & Extension of SAARC Sectt.
6. All work relating to deputation of scientists abroad for long term assignment/service/appointment.

IC-II Section

FUNCTIONS:

1. Forwardal of application received from the ICAR Institutes for :-
 - (a) The Netherlands Fellowship Programme(NEP) to The Netherlands through Department of Economic Affairs(DEA).
 - (b) Department of Biotechnology(DBT) Associateship and for BOYSCAST Fellowship Program to Department of Biotechnology (DBT) and Department of Science and Technology(DST) respectively.
 - (c) Circulation of various other fellowship/scholarship/Associateship announced by the Ministry of Human Resource Development (HRD) / Department of Science & Technology (DST) / Department of Biotechnology (DBT) / UGC / INSA / DAAD etc for higher studies/ Training/Research/Study tour/Ph.D/ Post Doctoral Research abroad.
 - (d) Circulation and Forwardal of the applications for Advanced International training Programme organised by Swedish International Development Cooperation Agency (SIDA), Sweden; Cornell University, and by Egyptian International Centre for Agriculture(EICA), Arab Republic of Egypt.
2. Processing the case of finally selected candidates for obtaining clearances of Competent Authority for deputing the selected candidates for accepting the deputation program under the S. No. 1 (a) to (d) above.
3. Circulation of the following prestigious fellowship/Scholarship sponsored/announced by the foreign Organizations/Govts:-
 - (a) Alexander Von Humboldt (AvH) Fellowship, Germany.
 - (b) Rothamsted International Fellowship at U.K.
 - (c) Erasmus Mundus Scholarship
 - (d) INDO-US Research Fellowship Programme
 - (e) Fulbright Fellowship, USA.
 - (f) JIRCAS Fellowship Programme in Japan
 - (g) Endeavour Research Fellowship
 - (h) Commonwealth Academic Staff Fellowship at U.K.
 - (i) Norwegian Government Scholarship
 - (j) ACIAR's John Dillon Memorial Fellowship in Australia
 - (k) DAAD Fellowship in Germany
4. Processing and Forwardal of the applications/cases for the aforesaid programmes and for higher studies/Post-Doctoral Research Programme.

5. Export/Import of Seed / Planting materials with friendly foreign Govt./ Govt.sponsored agencies/ UN/ CGIAR Institutions(15) and International Organization/ Agencies relating to Agriculture, Horticulture, Fisheries, etc as per the agreed Bilateral/Multilateral Work Plan under Collaboration, Non collaboration, MOU, Goodwill exchange/ Gift.
6. Seeking Comments of the SMDs (from respective DDG) & from the concerned institute in respect of germplasm exchange cases.
7. Taking up the matter with the National Biodiversity Authority (NBA) at Chennai for their final clearance in respect of Germplasm exchange proposals(NBA is the Nodal Authority for exchange of germplasm with any foreign Government/Organizations).
8. Taking up the issue regarding procurement of seed/plant materials with the Foreign Embassies and Indian Embassies, Missions and Consulates, abroad.
9. Supply of information for ICAR Annual Report and DARE Report/AGM.
10. Circulation of vacancies under FAO and other International Agencies like UNESCO, UNDP etc. and forwardal of applications in response thereto.
11. Empanelment of ICAR/Agril. University employees in roster maintained by FAO, DOP&T etc. for future vacancies in or under these organizations.

IC-III Section

FUNCTIONS:

1. Bilateral Cooperation with countries except CIS countries. Preparation and implementation of MOUs/Work Plans and processing of deputation proposals under the work plans.
2. Work Plan under MOUs signed by Department of Agriculture & Cooperation.
3. MOUs/Work Plans with International Organization/Institutes other than CGIAR.
4. Collaboration through the Joint Commissions constituted by the Ministry of External Affairs with DARE as participating Department.
5. Participation of DARE in the collaborative programme of the Ministry of Commerce, Department of Science & Technology, Department of Economic Affairs etc.
6. All Cultural Exchange programmes.

Protocol Unit

Functions:

1. Ad-hoc visits of foreigners (VIPs and individual visitors etc.) to ICAR hrs./ICAR Institutes/State Agricultural Universities (SAUs).
2. Bilateral Programmes with CIS Countries (erstwhile USSR)- Preparation and implementation of MOUs/Work Plan and processing of deputation proposals under the Work Plans.
3. Implementation of all MOUs/ Agreements/ Work Plans – incoming delegations – protocol assistance.
4. MOUs/ Work Plans with most of the SAARC countries (Nepal, Bhutan, Bangladesh, Sri Lanka & Pakistan) Egypt, Vietnam, Mongolia, ICIMOD, Nepal, North & South Korea.
5. Hospitalities - Taking care of hospitalities on behalf of DARE/ICAR.

Personnel – I Section

FUNCTIONS:

1. Appointment of Scientist into ARS recruited through ASRB
2. Conducting of Pre-appointment formalities i.e. Medical Examination and Character & Antecedents verification of all the ARS selectees selected through ARS Examinations.
3. Issue of appointment orders after completion of the pre-recruitment formalities.
4. Opening and maintaining of Personal files of ARS selectees after receiving the result.
5. Maintenance of Post Based Rosters of all ARS Scientists up to the Level of Principal Scientists.
6. Maintenance of Reservation Roster of Physically Challenged persons.
7. Sending of vacancies to ASRB for notification of ARS Examinations.
8. Sending of ARS selectees for FOCARS training at NAARM, Hyderabad.
9. Granting extension of joining time of 6 months / 1 year on personal grounds / completion of Ph. D. Degree.
10. Finalization of Place of posting of scientists joined ARS.
11. Maintenance of vacancy position of Scientists.
12. Transfer / posting of scientists.
13. Acceptance of resignation/relieving of scientists.
14. Initiation of Disciplinary proceeding of scientists.
15. Dealing with all personal /administrative matter related to scientists.

Personnel –II Section

Functions:

1. All establishment matters including recruitment appointments etc. of Senior Scientists and Programme Coordinators under A.R.S. against the vacancy posts of all the ICAR Research Institutes, Project Directorate, National Research Centers, Bureaus and their Research Stations/Regional Research Centers including ICAR Headquarters.
2. Scrutiny of requisition received and sending them to ASRB after getting clearance and approval of DDGs concerned and DG, ICAR respectively for advertisement.
3. Issue of Offer to the recommended/selected candidates after obtaining approval of the President ICAR.
4. Issue of appointment orders after examining the medical fitness report and Character & Antecedent verification reports.
5. Service and personal matters including fixation of pay in respect of Senior Scientists, Scientists (SG) and Scientists (SS) ICAR Hqrs.
6. Postings and transfers of Senior Scientists, Scientists (SG) and Scientists (SS).
7. Scrutiny of applications for resignations, voluntary retirements, deputations received from the scientists and processing the same for approval of the President, ICAR after obtaining vigilance clearances.
8. Review for retention of scientists beyond the age of 50/55/58 Years.
9. Redresal of various grievances of Senior Scientists, Scientists (SG) and Scientists (SS) received through President's Secretariat, Prime Minister's Office, National Commission for Women, National Commission for SC/ ST, etc.
10. BE and RE in respect of Scientists posted at ICAR Headquarters.

Personal – III Section

FUNCTIONS:

1. All Establishment matters including recruitment, appointment etc. of Deputy Directors General, ICAR, Assistant Directors General, ICAR, Principal Scientists at the ICAR Headquarters, Zonal Project Directors, Chairman, ASRB, Members, ASRB.
2. Processing of requisitions for the posts of Principal Scientists and above at the ICAR Headquarters.
3. Releasing of Annual Increments, forwarding of applications, preparation of Annual Assessment Reports, maintenance of Service Books and Leave Accounts in respect of all the Scientific Officers at the level of Principal Scientists and above at the ICAR Hqrs.
4. Preparation of information for Budget Estimate.
5. Preparation of proposals for Tenure Renewal Committee.
6. Recruitment, appointment and other establishment matters of Directors/Project Directors/Joint Directors/Project Coordinators/Zonal Project Directors/Heads of Divisions/Principal Scientists of all ICAR Research Institutes/Bureaux/Project Directorates including processing of requesting for these posts and forwarding of applications of incumbents on these posts.
7. Making officiating arrangements during the absence of regular Directors.
8. Renewal of tenure of incumbent DDGs/ADGs/Directors/Project Directors/Joint Directors/Project Coordinators/Zonal Project Directors of all ICAR Research Institutes/Bureaux/Project Directorates.
9. Preparation of parawise comments in court cases.
10. Processing of applications for leave, transfers, postings, retirements, re-employment in respect of all ICAR Research Institutes/Bureaux/Project Directors.
11. Processing of VIP references, vigilance cases etc.
12. Nomination of Directors/Project Directors on various Committees/Boards/Commissions etc.
13. Processing of all personal matters of all Directors/Project Directors/Joint Directors/Zonal Project Directors/Project Coordinators/Heads of Divisions/Principal Scientists of all ICAR Research Institutes/Bureaux/Project Directorates.
14. All administrative and personnel matters and also other miscellaneous work of Directors of NRCs, Joint Directors and Project Coordinators, ICAR.
15. All administrative and personnel matters and also other miscellaneous work of principal scientists at all ICAR Research Institutes/Bureaux/Project Directorates etc.
16. Induction of Technical Personals into ARS of ICAR.

Personnel-IV Section

Functions:

1. Matters relating to personnel policies of Scientists in ICAR.
 2. Interpretation and amendments of ARS Rules.
 3. Committee on ARS – Constitution, terms of references- Meetings
 4. Policy decision on Pay Scales and Career Advancement Scheme in respect of Teachers of the State Agricultural Universities and Court cases in this regard.
 5. Cadre Strength of ARS Scientists.
 6. Five Yearly Assessment procedure for Scientists-Formulation and amendments.
 7. Service conditions of ARS Scientists.
 8. Fixation of pay of ARS Scientists-instructions regarding.
 9. Guidelines for appointment of Heads of Divisions.
 10. Guidelines for making officiating arrangement in the absence of Directors.
 11. Composition of Selection Committees/ DPCs
 12. Honorarium to Selection Committee Members/ Advisors-instruction regarding.
 13. Categorization of stations for grant of special allowances
 14. Forwarding of applications-instructions regarding.
 15. ARS Study Leave Rules.
 16. Review of cases of Scientists at the age of 50, 55 & 58 years.
 17. Joint Staff Council Scheme and Grievance Redressal procedure.
 18. Framing of policy on Medical facilities in ICAR.
 19. Framing of policy on Liveries for the eligible employees in ICAR.
 20. Framing of policy on Consultancy Service for ICAR Scientists.
 21. Framing of policy on Transfer of ICAR Scientists
 22. Allotment Rules of residential quarters/ accommodation – policy matters of general nature.
 23. Classification/re-classification of posts.
 24. Re-organization of ICAR.
 25. Coordination work of Personnel Division.
 26. RTI matters and Court cases relating to the service conditions, pay scales, advance increments and career advancement scheme of Scientists in ICAR.
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Assessment Unit

FUNCTIONS:

1. Processing Selection Committee Proceedings of ICAR Scientists including ICAR Headquarters for promotions from Scientist to Scientist(Sr. Scale) and Scientist (Sr. Scale) to Scientist(SG)/ Sr. Scientist under Career Advancement Scheme.
2. Processing cases of ICAR Scientists for promotion from Sr. Scientist to Principal Scientist under Career Advancement Scheme as recommended by ASRB.
3. Examination and disposal of representations of scientist of ICAR against assessment results of DPCs for promotion from Scientist to Scientist (Sr. Scale) and Scientist (Sr. Scale) to Sr. Scientists/Scientist(SG).
4. Court Cases relating to assessment promotion of Scientists under Career Advancement Scheme.
5. Processing of cases of ICAR Scientists for clearance of Probation and Confirmation in ARS.
6. Processing cases for the nominees of DG, ICAR on the Selection Committees constituted at ICAR Institutes for considering placement/promotion of ARS Scientist from Scientist to Scientist (Sr. Scale) from Scientist(Sr. Scale) to Sr. Scientist/Scientist(SG) under Career Advancement Scheme.

CR Cell

FUNCTIONS:

1. Maintenance of C.R. dossiers/ APARs of all the RMPs viz. Directors/ Project Directors/ Joint Directors/ Project Coordinators/ Zonal Coordinators of all the Research Institutes/NRCs/ Directorates/ Bureaux etc. and all the Scientists of ICAR Headquarters up to the level of DDGs.
2. Making available of C.R dossiers/APARs of Scientists/Research Management Officers to ASRB at the time of their Assessment/ Promotion etc.
3. Sending of C.R. dossiers/ APARs of the above mentioned officers to outside Organizations/Ministries at the time to their selections to various posts advertised by them.
4. Conveying photocopies of full APARs to all the Scientists concerned every year in accordance with DOP&T's OM dated 14.5.2009.
5. Reporting/ Reviewing of APARs of the above mentioned Scientists whose case the Reporting/ Reviewing authorities are DDG/ Secretary/ DG, ICAR & Agriculture Minister/ President, ICAR etc.
6. Making available of photocopies of APARs to the Scientists under RTI Act, 2005 on the request of Scientists from time to time.

Horticulture-I Section

Functions:

1. Processing of work related to scientific and technical in the following institutes related with fruits

1	IIHR, Bangalore	2	CITH,. Srinagar
3	CIAH, Bikaner	4	CISH, Lucknow
5	NRC Citrus, Nagpur	6	NRC Banana, Trichy
7	NRC Pomegranate, Sholapur	8	NRC Litchi, Muzaffarpur
9	NRC oil Palm, Pedavegi	10	CPCRI, Kasaragod
11	NRC Cashew, Puttur	12	NRC Grapes, Pune

2. All the Administrative, financial, Technical and Scientific work related with the AICRPs

1	Tropical Fruits	2	Sub-Tropical Fruits
3	Arid Zone Fruits	4	Oil Palms
5	Cashew		

3. All work related to Ad-hoc Scheme / Sanction / Release of Funds / Additional Funds/Extension Proposals/ Settlement of Accounts.
4. Foreign Aided Projects related with fruits
5. External Aided Projects related with fruits
6. Foreign Deputation proposals of all Scientists of the Institute related with Horticulture Division.
7. Plan / Non-Plan expenditure of AICRPs.
8. Revolving Fund Schemes related with fruits
9. Processing of Q.R.T. reports related with fruits
10. Holding of Biennial Group meetings / workshop of AICRPs
11. To organize the National / International Symposium/Conference related with Horticulture Division
12. Processing of all types of miscellaneous /coordination work of the Division
13. Processing of All network /Out Reach Programmes related with fruits
14. Processing of Court Cases related with fruits
15. Compilation of Quarterly /half yearly/annual progress related with Horticulture Division.
16. Preparation of budget related with all Ad-hoc schemes/all AICRPs
17. Processing for organizing of all meeting as desired by the higher authority .
18. All the miscellaneous work pertains to DAC-ICAR Interface meeting. TMNE, International Cooperation, DATE Annual Report, DBT Meeting, APEDA, NHB.
19. VIP reference relating to technical matters, monthly Cabinet Reports

Horticulture-II Section

Functions:

1. Processing of Work related to scientific and technical in the following institute.

1	IIVR, Varanasi	2	CPRI, Shimla
3	NRC on Onion & Garlic, Pune	4	IISR, Calicut
5	CARI, Port Blair	6	CTCRI, Thiruvananthpuram
7	NRC on Seed Spices, Ajmer	8	NRC on Mushroom, Solan
9	NRC on Orchids, Sikkim	10	NRC on M & AP, Anand

2. All the administrative, technical and financial work related with AICRPs.

1	Vegetables / NSP	2	Tuber Crops
3	Spices	4	Mushroom
5	Floriculture	6	M & AP / Betelvine
7	Potato		

3. All work related to Ad-hoc Schemes/Sanction/ Release of Funds/Additional Funds/ Extension Proposals/ Settlement of Accounts.
4. Foreign Aided Projects related with Vegetables
5. External Aided Projects related with Vegetables
6. Plan Expenditure/ Non-Plan expenditure of AICRPs.
7. Revolving Funds Schemes related with Vegetables
8. Processing of Q.R.T. reports related with Vegetables
9. Holding of Biennial Group Meetings/Workshop of AICRPs
10. Processing of All Network/ Out-reach Programmes related with Vegetables.
11. To organize meeting as desired by the higher authority.

IA-V Section

Functions:

1. All the administrative, technical and financial work of following institutes of Horticulture Division:-
 - I. Indian Institute of Horticultural Research, Bangalore
 - II. Central Institute of Temperate Horticulture, Srinagar
 - III. Central Plantation Crops Research Institute, Kasaragod
 - IV. Central Agricultural Research Institute, Port Blair
 - V. Directorate for Oil Palm, Pedavegi
 - VI. National Research Centre for Orchids, Pakyong
 - VII. Central Institute for Arid Horticulture, Bikaner
 - VIII. Directorate of Onion & Garlic, Rajgurunagar
 - IX. National Research Centre for Citrus, Nagpur
 - X. National Research Centre for Litchi, Muzaffarpur
 - XI. Indian Institute of Vegetable Research, Varanasi
 - XII. Central Institute for Subtropical Horticulture, Lucknow
 - XIII. Directorate for Cashew Research, Puttur
 - XIV. Directorate of Mushroom, Solan
 - XV. Central Potato Research Institute, Shimla
 - XVI. National Research centre for Medicinal & Aromatic Plants, Anand
 - XVII. National Research Centre for Grapes, Pune
 - XVIII. National Research Centre on Pomegranate, Solapur
 - XIX. National Research Centre on Seed Spices, Ajmer
 - XX. Central Tuber Crops Research Institute, Thiruvananthapuram
 - XXI. Indian Institute of Spices Research, Calicut
 - XXII. National Research Centre for Banana, Tiruchirapalli
 - XXIII. Directorate of Floricultural Research, New Delhi
2. Preparation of plan EFC/SFC documents of the institutes and AICRPs
3. Issuing of sanction of all plan schemes and sub schemes.
4. Allocation of plan budget to Institutes and AICRPs
5. Preparation of plan and non plan BE and RE headwise.
6. Monitoring of monthly expenditure.
7. Information relating for Demand for Grants.
8. Preparation of Outcome Budget.
9. Work related to Parliamentary Standing Committee
10. Preparation of Half Yearly Performance Report.
11. Processing of revised EFCs/ SFCs
12. All work related to land issues of the institutes including taking over and handing over of land.
13. Processing of agenda and ATR of Director's Conference.
14. Processing of all plan works items of institutes.
15. Constitution of Institute Management Committee/ Research Advisory Committee/ QRT
16. Processing the proceedings of IMC and RAC meetings.
17. Processing of all cases of Review/Retention under 56 (J)
18. Cases related to closing and opening of new centres of the institutes.
19. Court cases related to all institutes

20. Conducting Vigilance inquiries or appointing inquires in the institutes and processing of reports for Vigilance or CVC.
21. ADRP meetings and preparation of statements for approval of competent authority of ICAR for all the institutes
22. Compilation of information related to SC/ST/ OBC employees and preparation of information for annual report.
23. Maintenance of cadre strength of scientists and cases related to inter institutional transfers.

ASR-II/III Section

FUNCTIONS:

1. All work connected with the following AICRP/ Networks Project under Animal Science Division:-
 - a) Network Project on Sheep Improvement/ Buffalo Improvement/ Animal Genetics Resources.
 - b) AICRP on Cattle/Poultry Breeding/ Goat Improvement/Pigs.
 - c) AICRP on improvement of feed resources and Nutrient utilization in raising animal production.
 - d) R&D Support for process up gradation of indigenous milk Products for industrial application.
2. All work connected with the following new project sanctioned under XI th Plan:-
 - a) Mega Sheep Seed Project with 4 Collaborative Centers.
 - b) Poultry Seed Project with 6 Collaborative Centers
 - c) Mega Seed Project on Pig with 4 Collaborative Centers
 - d) Outreach Programme on Methine Emission with 8 Collaborative Centers
3. All work connected with the Adhoc Scheme AND Revolving Fund Schemes of Dairy/Animal Breeding/Animal Physiology and Animal Nutrition under Animal Science Division.
4. The following Miscellaneous work connected with the following activities.
 - 1) DBT Projects/ International Projects etc.
 - 2) Regional Committee Note, Agenda items, Action Taken and recommendation.
 - 3) Preparation of the Monthly reports for Cabinet Secretary
 - 4) Contract Research Project on Application of Nano Materials in Poultry production and protection
 - 5) Advisory committee on matters relating to DAHD&F for the states/ Union territories
 - 6) Preparation of action Plan on different Scheme/ Externally funded Projects
 - 7) Interface Meeting of ICAR with different line departments
 - 8) Matters pertaining exchange of Germplasm/DNA Samples etc.
 - 9) Rural Development interface
 - 10) Registration of animal Germplasm
 - 11) Animal genetic resources conservation
 - 12) Eminent women Scientist of ICAR
 - 13) Impact of global climate change on Agriculture sector including animal science in India
 - 14) Action taken for apex project monitoring committee
 - 15) Queries from GB members regarding AP Cess Fund Scheme
 - 16) Input for vision of approach paper on NMSA relating to animals science
 - 17) Constitution of committee for revision of methodology of major livestock products and schedules
 - 18) Revalidation of nutritional technologies in rural India
 - 19) Utilization of animal energy in agriculture
 - 20) Review of the Norms and practices for regulation and animal experimentations

- 21) Constitution of sub groups by DAHD&F for livestock & poultry improvement, Feed & fodder, Animal health and livestock & poultry products technology
- 22) National policy regarding the sharing of precious biological materials
- 23) IPR issues
- 24) International fellowship Programmes

ASR-IV Section

FUNCTIONS:

1. All work related to Research Schemes on Animal Health (Clinical & Para Clinical).
2. All work related to AICRP/Network Project/ Foreign Aided Project on Animal Health.
3. Scrutiny of Progress Report of Schemes & AICR Projects / Network Programmes.
4. Work related to organization of review Workshops, Annual Scientist Meet of AICR Projects/Network Programmes.
5. Work related to Regional related Committee Meeting.
6. Work related to scheme funded by other organization for operation at ICAR Institutes.
7. Coordination of research activities with the Deptt. Of AH&DF G.O.I. & other scientific Organizations.
8. Formulation of Research Projects for National & International funds.
9. Scientific & Advisory service relating to Animal Health.
10. Work related to Animal Health institutes (IVRI, NRCE, VTC, PD-FMD & PD-ADMAS).
11. Coordination activities with International Collaboration, International Organization and Work Plans/ MOU.

ESM SECTION

FUNTIONS:

1. Work related to ad-hoc and other research scheme in the disciplines of Economics, Statistics and Marketing.
 2. Preparation and updating of projects' Register.
 3. Settlement of accounts of the old schemes.
 4. All work incidental or connected with the above items of work.
 5. Budget proposals of IASRI and NCAP, New Delhi and ad-hoc schemes in operation at ICAR Institutes.
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Instt. Adm.-I Section

FUNCTIONS:

All administrative, establishment and financial matters of the following ICAR Institutes:-

1. National Dairy Research Institute, Karnal
 2. Indian Veterinary Research Institute, Izatnagar
 3. Central Institute for Research on Buffaloes, Hisar
 4. Central Avian Research Institute, Izatnagar
 5. Central Institute for Research on Goats, Makhdoom
 6. National Bureau of Animal Genetic Research, Karnal
 7. Central Sheep and Wool Research Institute, Avikanagar
 8. Project Directorate on Foot and Mouth Diseases, Mukteshwar
 9. National Institute of Animal Nutrition and Physiology, Bangalore
 10. National Research Centre on Camel, Bikaner
 11. National Research Centre for Equines, Hisar
 12. National Research Centre on Yak, Dirang, (Arunachal Pradesh)
 13. National Research Centre on Meat, Hyderabad
 14. National Research Centre on Mithun, Nagaland
 15. National Research Centre for Pigs, Guwahati
 16. Project Directorate on Cattle, Meerut
 17. Project Directorate on Poultry, Hyderabad
 18. HSADL, Bhopal
 19. NCAP, New Delhi (except financial matters)
-
1. Preparation of plan EFC/SFC documents of the institutes and AICRPs under Animal Science Division.
 2. Issuing of sanction of all plan schemes and sub schemes.
 3. Allocation of plan budget to Institutes and AICRPs
 4. Preparation of plan and non plan BE and RE headwise.
 5. Monitoring of monthly expenditure.
 6. Information relating to Demand for Grants.
 7. Preparation of Outcome Budget.
 8. Work related to Parliamentary Standing Committee
 9. Preparation of Half Yearly Performance Report.
 10. Processing of revised EFCs/ SFCs
 11. All work related to land issues of the institutes including taking over and handing over of land.
 12. Processing of agenda and ATR of Director's Conference.
 13. Processing of all plan works items of institutes.
 14. Constitution of Institute Management Committee/ Research Advisory Committee/ QRT
 15. Processing the proceedings of IMC and RAC meetings.
 16. Processing of all cases of Review/Retention under 56 (J)
 17. Cases related to closing and opening of new centres of the institutes.
 18. Court cases related to all institutes

19. Conducting Vigilance inquiries or appointing inquires in the institutes and processing of reports for Vigilance or CVC.
20. ADRP meetings and preparation of statements for approval of competent authority of ICAR for all the institutes
21. Compilation of information related to SC/ST/ OBC employees and preparation of information for annual report.
22. Maintenance of cadre strength of scientists and cases related to inter institutional transfers.

Commercial Crops Section

FUNCTIONS:

1. Administrative, Financial & Technical matters relating to:
 - i. All India Coordinated Research Project on Sugarcane.
 - ii. All India Network Project on Jute & Allied Fibers
 - iii. All India Coordinated Cotton Improvement Project.
 - iv. All India Network Project on Tobacco
 - v. Mini Mission-I on Technology Mission on Cotton.
 - vi. Mini Mission-I on Jute Technology Mission.
2. Frontline Demonstrations on:
 - a) Cotton
 - b) Sugarcane,
 - c) Jute
3. Administration on existing A. P. Cess funded ad-hoc schemes of:
 - a) Jute
 - b) Cotton
 - c) Sugarcane
 - d) Tobacco
4. Issue of Five Year Plan sanctions of the following projects:
 - a) Jute
 - b) Cotton
 - c) Sugarcane
 - d) Tobacco
 - e) TMC on Cotton and on Jute
5. To procure required information and correspondence related to Bt. Cotton.
6. Compiling and furnishing of DARE / ICAR Annual Report.
7. Compiling and furnishing Agenda and Action Taken Report of Regional Committees No. I-VIII.
8. Constitution and compiling the reports of the Quinquennial Review Teams (QRT) of Coordinated Network Projects of the Section and submission to Governing Body for approval.
9. All work connected with and related to the above mentioned projects including Parliament Questions, Audit Memos, and VIP References.
10. Issues related to GEAC and RCGM Committees.
11. Quarterly Progress Reports/Targets.
12. Half yearly performance review (HPR).
13. Thrust areas for DARE for submission of quarterly report to PMO.
14. Price policy for Kharif crops.
15. Material for Pre-Kharif and Pre-Rabi DAC-ICAR Interface meeting and ATRs.
16. Information on Demand for Grant for Parliament approval – Material for Sr. Officer Committee Meeting (SOC).
16. Information for International Work Plan Agreements of ICAR/DARE.
17. Annual Plan expenditure.
18. Technical matters relating to crops handled in the Section.

F&FC Section

FUNCTION:

1. Administrative, Financial and Technical matters relating to All India Coordinated Project on :-
 - a) Rice Improvement, Wheat & Barley Improvement, Sorghum Improvement.
 - b) Maize Improvement, Pearl Millet, Small Millets, Underutilized crops.
2. Administration of Existing A. P. Cess funding ad-hoc schemes on
 - a) Rice, wheat & barley, sorghum, maize, pearl millet, small millet.
 - b) Underutilized crops.
3. All the matters & correspondences related with IRRI including MoU, workshop/ Consortia such as Consortium for Unfavorable Rice Environment (CURE) and Irrigated Rice Research Consortium (IRRC) and other correspondence/ projects from IRRI.
4. All the matters & correspondences related with CIMMYT and ICRISAT including MoU, ICAR-CIMMYT Workplan & ICAR-ICRISAT Workplan. Consortia such as Rice Wheat Consortium (RWC).
5. Handling of all the matters and files related to AICRPs/ Foreign aided and projects funded by DST/DBT/NAIP/National strategic funds/others consultancy/ contract projects on rice, wheat, sorghum, maize crop.
6. All miscellaneous technical matters related with Institutes, IARI, IGFRI, VPKAS, CRRI, DMR, DRR, DSR, DWR. This includes half yearly report, parliament, processing various projects, workshops.
7. All the matter including co-ordination, compilation and reporting and maintenance of files, records related with SFC/GB/PSC/Scientific panel /SOC/ Ad hoc schemes.
8. All the matter related with plan and annual budget allocation (BE-RE and monitoring of expenditure).
9. All the matter related with plan formulation and correspondence thereon and matters related with PIM
10. Matter related with Parliament Questions and other parliament related Works.
11. All matter related with ICAR Regional Committees relating to 8 Regional Committee. Collection of information from PDs/PCS/Instts. For preparation of agenda notes of meeting of Productivity and technologies; Processing of Action taken report thereon and other related matter etc.
12. All the matter related with Technical/Scientific Notes referred to the section. Handling of miscellaneous/technical/other matters/ correspondences assigned by Competent Authority.
13. All the matter related with DAC-ICAR Interfaces; Agenda Note for DAC-ICAR Interface, Action taken reports in the recommendation etc.
14. All the matter related with DARE/ICAR Annual Reports.
15. All the matters related with Release of CVRC/State varieties.
17. All matter related with Frontline Demonstrations relating to FFC; Release of annual grants received from Ministry of Agriculture; monitoring of progress report of FLD of crops and all other matter/correspondence related with Frontline Demonstration.
18. All matter related with Cabinet Report/AGM/Director's conference.

Functions:

1. All administrative matters of the following Institute:

- i. Indian Institutes of Sugarcane Research, Lucknow
- ii. Sugarcane Breeding Institute, Coimbatore
- iii. Central Tobacco Research Institute, Rajamuindry
- iv. Central Institute for Cotton Research, Nagpur
- v. Directorate of Oilseeds Research, Hyderabad
- vi. National Centre for Integrated Pest Management, New Delhi
- vii. National Bureau of Agriculturally Important Microorganisms, Mau
- viii. Directorate of Seed Research, Mau
- ix. Indian Institute of Pulses Research, Kanpur
- x. Central Research Institute of Jute and Allied Fibers, Barrackpore.
- xi. Directorate of Groundnut Research(DGR), Junagadh
- xii. Directorate of Rapeseed & Mustard Research (DR&MR), Bharatpur
- xiii. Directorate of Soybean Research (DSR), Indore
- xiv. National Bureau of Agriculturally Important Insects (NBAIL), Bangalore

The administrative matters of the Institutes generally are such as:-

2. Creation of posts/continuation/re-deployment of posts.
3. Permission to get honorarium/fees, air Travel, Complaints and enquiries, approval the above mentioned Institutes.
4. No demand/no objection certificates.
5. Miscellaneous work relating to various reports/returns and sending of information asked by other Sections of ICAR, other Ministry/Departments.
6. Constitution of Institute Management Committee, QRT Research Advisory Committee etc.
7. Examination of proceedings of Management Committee, RAC and sending approval to them in respect of above Institute.
8. Submission of QRT Report to G.B., ICAR for approval and communication to concerned Institute.
9. Preparation of replies to various Parliament Questions/VIP references.
10. Clarification/interpretation of matters/rules as sought by the Institutes.
11. Perusal and submission of Five Year Plan EFC/SFC to Programme Implementation Unit and issuing sanction thereof.
12. Sanction of E.L/Ex-India Leave of Directors and approval thereof.
13. Nominations of DDG(CS)'s nominee in Career Advancement Scheme of Scientists.
14. Revival of deemed abolished posts from the Ministry of Finance, G.O.I. and Annual Direct Recruitment Plan as envisaged by Min. of Finance, GOI.
15. Cases pertaining to disciplinary and vigilance etc. of the staff of concerned Institutes.
16. Re-Deployment of posts etc.
17. Approval for purchase of new vehicle.

IA-IV Section

FUNCTIONS:

All administrative and Estt. Work of the following institutes: (present functions)

1. Indian Agricultural Research Institute, New Delhi
2. National Research Centre of Plant Biotechnology, New Delhi
3. Directorate of Maize Research, New Delhi
4. National Bureau of Plant Genetic Resources, New Delhi
5. Directorate of Wheat Research, Karnal
6. Indian Grassland and Fodder Research Institute, Jahnsi
7. Central Rice Research Institute, Cuttack
8. Directorate of Sorghum Research, Hyderabad
9. Directorate of Rice Research, Hyderabad
10. Vivekanand Parvatiya Krishi Anusandhan Sansthan, Almora

The administrative matters of the institutes are such as:

1. Creation of posts/continuation/re-deployment of posts.
2. Permission to get honorarium/fees, air Travel, Complaints and enquiries, approval for purchase of New Vehicle, all administrative and financial matter in respect of the above mentioned Institutes.
3. No demand/no objection certificates.
4. Miscellaneous work relating to various reports/returns and sending of information asked by other Sections of ICAR, other Ministries /Departments.
5. Constitution of Institute Management Committee, QRT, Research Advisory Committee etc.
6. Examination of proceedings of Management Committee, RAC and sending approval to them in respect of above Institute.
7. Submission of QRT Report to G.B., ICAR for approval and communication to concerned Institute.
8. Preparation of replies to various Parliament Questions/VIP references.
9. Clarification/interpretation of matters/rules as sought by the Institutes.
10. Perusal and submission of Five Year Plan EFC/SFC to Programme Implementation Unit and issuing sanction thereof.
11. Sanction of E.L./Ex-India Leave of Directors and approval thereof.
12. Nominations of DDG(CS)'s nominee in Career Advancement Scheme of Scientists.
13. Revival of deemed abolished posts from the Ministry of Finance, G.O.I. and Annual Direct Recruitment Plan as envisaged by Min. of Finance, GOI.s
14. Cases pertaining to disciplinary and vigilance etc. of the staff of concerned Institutes.
15. Re-Deployment of posts etc.
16. Approval for purchase of new vehicle.

IPR Section

FUNCTIONS:

IPR Section

1. Scrutiny of patent applications received from the ICAR Institutes.
2. Filing of international patent applications and subsequent processing.
3. Processing of proposals related to commercialization of ICAR technologies upon receipt of any specific request from ICAR Institutes.
4. Advice on MMTA/MOU related to IPR Clauses.
5. Conducting IPR awareness programmes.
6. Maintenance & updation of Data-base on ICAR patent, plant varieties and other IPR applications.
7. Processing of inter departmental references and Parliament Questions on IPR issues.
8. Any other work assigned by ADG (IP&TM).

Plant Protection

Functions:

1. All India Coordinated Research Project/ All India Network Project on:
 - I. Biological control of crop pests and weeds
 - II. Plant Parasitic Nematode pests and their control
 - III. Rodent Control
 - IV. White Grubs and soil arthropods
 - V. Honey bees and Pollinators
 - VI. Agricultural Ornithology
 - VII. Pesticide Residues
 - VIII. Agricultural Archeology
2. Plan Network Project
 - I. Insect Biosystematics
 - II. Application of Microorganisms in Agriculture and Allied Sectors (AMAAS)
3. All work relating to ad-hoc schemes on:
 - I. Entomology/Hematology
 - II. Plant Pathology
 - III Rodent
 - III. Birds
4. Outreach Programmes in Plant Protection
5. Plant Protection issues in Horticulture & NRM Divisions
6. Holding of workshops/ conferences etc. on the above subjects
7. All work incidental to or connected with the above items.

O&P Section

FUNCTIONS :

- All India Coordinated Research Project (AICRP) on:
 1. Sunflower, Safflower & Castor, Groundnut, rapeseed- Mustard, Soybean, Sesame & Niger, linseed, Chickpea, Pigeon pea, arid legumes. MULLaRP (Mungbean, Urdbean, Lentil, Lathyrus, Rajmash & Pea)
- All work relating to Ad-Hoc Schemes on the above crops.
- Holding of Workshops/Group Meetings /Regional committee meeting etc. on the above subjects
- Frontline Demonstrations on different Oilseeds and Pulses crops under ISOPOM
- Annual action Plan of oilseeds and pulses under ISOPOM.
- National Food Security Mission programmes for pulse production by DAC.
- Release of varieties in respect of above crops.
- Inter Session meeting of the Consultative Committee.
- Technical work/comments of QRT in respect of DOR, IIPR Kanpur, Soybean, Groundnut and Rapeseed-Mustard.
- DAC-ICAR Interface meetings.
- Price Policy notes and meetings.
- Foreign Aided Projects on Oilseeds and Pulses crops, deputation report etc.
- ICAR-ICRISAT collaborative projects.
- MOUs and Work Plan with other countries, Formulation of MOUs and Work Plan at Divisional level.
- Annual General Meeting agenda, action taken reports and follow up.
- All technical work including statistical data preparation, status paper, position papers, speeches for Hon'ble Ministers visits, compilations etc.
- All work related to NOVOD Board, SOPA, CIAN and other agencies.

Seed section

1. Existing Function of Seed Section

- i) Network Project on 'Transgenics in Crops' (in operation at 20 ICAR institutes).
- ii) Biotechnology and its applications (Policy: GM Crops, DBT, RCGM, MOEF, GEAC etc.), Parliamentary Standing Committee on Applicability of Biotechnology in Agriculture.
- iii) Projects under consideration of DBT, MOEF, CSIR, DAC for funding.
- iv) NBPGR including NRC on DNA Fingerprinting (Biodiversity, Bio-safety issues including projects), National Gene Bank/Conservation; Registration of Germplasm etc.
- v) National Research Centre for Plant Biotechnology (Transgenic issues including projects)
- vi) Monthly Cabinet Report (NBPGR, NRCPB and DSR)
- vii) International matters : UNDP/GEF project, IPGRI - Work Plan , Regional Training under centre of Excellence, Exchange of Germplasms etc), FAO Project of Global Plan of Action on Plant Genetic Resources for Food and Agriculture, Global Crop Diversity Trust.
- viii) Compilation of various information based on comments received from NBPGR, NRCPB and DSR etc.
- ix) Project on 'Seed Production in Agricultural Crops & Fisheries' (in operation at 85 centres)
- x) Breeder Seed Production on Annual Oilseed Crops funded by DAC, GOI (in operation at 23 SAUs and 3 ICAR Institutes), Review meeting workshops interface etc.
- xi) Allocation /supply plan of Breeder Seed, Lifting & Non lifting of breeder seed, Notification/release of varieties, Fixation of Uniform Price of Breeder Seed.
- xii) Import & Export of Seeds (Exim Committee)
- xiii) Revolving fund scheme under A.P. Cess fund (in operation at 15 different centres)
- xiv) Revolving Fund under Single Window System (Plan Project) Rs.4.02 Crore (Monitoring work)
- xv) Ad-hoc research schemes/Network Projects under A.P. Cess fund.
- xvi) National Seed Project (Crops) – in operation at 55 centres
- xvii) Parliament Questions and other parliament related works.
- xviii) DARE/ICAR Annual Progress Report.
- xix) Quarterly Half yearly progress report in thrust areas required for Prime Minister Office.
- xx) Work related to Plan /Annual Budget allocation (BE-RE and review of expenditure etc.
- xxi) All matters & correspondence related with NBPGR, NRCPB and DSR, Regional committee meeting.
- xxii) Compilation of information required by Planning Commission, PIM etc.
- xxiii) DAC funded Project – DUS Testing
- xxiv) Central Sector Scheme – Plant Protection Varieties & Farmers Rights (PPV&FR)

Agricultural Research Information Centre (ARIC)

FUNCTIONS:

1. Handling AGRIS database of FAO, including preparation of input, document delivery and computerized selective dissemination of information service using AGRIS.
2. Compilation and bringing out ICAR Telephone Directory (Annual).
3. Compilation and bringing out Directory of Conferences, Symposia and workshop in Agricultural Sciences (Half yearly).
4. Maintenance of Database of All India Coordinated Research Project, Ad-hoc schemes.
5. Management and regular updating of DIPA Web page.
6. Management of Electronic Publishing Activities.
7. Digitization work of Research Information
8. Internet and E-mail connectivity at Krishi Anusandhan Bhavan
9. Training to ICAR Institutes staff for preparing of NARD/ AGRIS input and deputing DIPA staff for various Training courses, Workshops and Conferences.

ARIS Unit

Functions:

1. E-connectivity to NARS Institutions.
2. Video conferencing and IP telephony.
3. Technical support to senior officers, IRS System.
4. Day to day troubleshooting support to users of KAB-I & KAB-II Central Data Centre of ICAR.
5. KVK Hub for network of 200 KVKs
6. Security solution for network plan updation.
7. Weather based crop management of e-mail, proxy servers, networking of KAB-II.
8. Technical support to ICD component of NAIP.
9. E-publishing and knowledge system for Journals, Periodical and Newsletters published by DIPA.
10. Development of ICAR web portal.
11. Online GPF Information through ICAR website application.
12. Development and maintenance of databases, MIS etc. for ICAR Hqrs.

Art Unit

FUNCTIONS:

The Art Unit of DIPA plays an important role in designing the illustrations of publications. Entrusted with the onerous task of conceiving ideas best suited as illustrations, designing the same and ultimately shaping the visualization in the various publications and other publicity material including Magazines, Newsletters, Reports and Books etc.,

By digitizing database all photographs can be accessed in the Photo Library of DIPA. Designing of the special issues brought out on the occasion of National and International Conferences were widely acclaimed. Besides, Photography Unit covers all important conferences of ICAR, provides photographs of visiting dignitaries for press release etc.

Photography Unit (DIPA)

FUNCTIONS:

Photography Unit of DIPA has an unique Photo Library with more than 20000 Photographs on Indian Agriculture and allied field. Some of Photographs are extremely rear and are available only with DIPA Library. Library Photographs also available in Digital Format. The Photo Library of DIPA in being continually enriched by visits of Photographer to various ICAR Institutes where in we focus on new technologies and their application in fields.

By digizing database some photographs can be accessed in the Photo Library of DIPA. Designing of the special issues brought out on the occasion of national and international conferences were widely acclaimed Photography Unit covers all important conferences of ICAR, provides photographs of visiting dignitaries for ICAR Reporters and press release etc.

Business Unit

FUNCTIONS:

1. Sales Marketing.
2. Distribution of Publications
3. Advertisements in ICAR Publications.
4. Organizing Book exhibitions
5. Sale Promotion Actives
6. Storing of Publications
7. Liaison work with Publication Division and Agriculture Universities etc. regarding arrangement of Book Fairs and Sale

Cash Section & DDO Unit of DIPA

FUNCTIONS:

1. Preparation of monthly Salary bills including schedules on account of deductions in respect of employees on DIPA.
2. Preparation and processing of cases of Leave Travel Concession (LTC), Travelling Allowance (TA), GPF, Interest bearing/non-interest bearing advances etc. in respect of employees of DIPA.
3. Preparation and processing of cases of Tuition Fee reimbursement, Newspapers reimbursement, OTA, medical reimbursements, conveyance Bill etc. in respect of employees of DIPA.
4. Preparation of contingent bills of received from various units of DIPA for facilitation of payment.
5. Preparation and issue of Form 16 to employees of DIPA and From 16-A to private firms.
6. E-Filing of quarterly submission of Income tax deducted and TDS on private payments deducted with Income Tax department in electronic form.
7. Receipt of payments and its disbursements in the Cash book of DIPA.
8. Forwarding of money orders to various recipients of payments authorized by DIPA.
9. Maintenance of Imprest Account and its recoupment and its periodical settlement with F&A Unit of DIPA.
10. Maintenance of all required registers such as PBR/LTC/GPG/TA/ Medical Reimbursement etc. to keep a watch on its disbursement and settlements.

English Editorial Unit

FUNCTIONS:

1. Opening of new files of articles/books received in the section
2. Received the articles from editor and send them to referee/authors
3. Put up the files along with referee's comments to concerned editor
4. Referee's comments and edited articles/books send to author for modification
5. Modified articles /books send to concerned editor for editing.
6. Revised articles send to editor for its acceptance.
7. Acceptance of article to author.
8. Proofs to author for final correction.
9. Arranging the list of authors for honorarium as suggested by the editor.
10. Sending copies of journal to international organization.
11. Maintaining and updating the register of journals/magazine.
12. Maintaining the Editorial Board file of journals/magazine.
13. Maintaining the copyright file of journals/magazine.
14. Other miscellaneous work as and when assigned by Director/OSD (DIPA).

Finance & Accounts Unit (DIPA)

FUNCTIONS:

1. To exercise judicious scrutiny of all the financial sanctions.
2. To pre-audit all payments from the fund of the Council with reference to proper sanction and budget provision
3. To prepare cheque for all payments and withdrawals from the Bank Account.
4. To maintain the main Cash Books in respect of all receipts deposited into the Bank Account or payments or withdrawals made there from.
5. To watch adjustment / clearances of all advances, deposits and to render Monthly Accounts to ICAR.
6. To maintain classified Abstract of all receipts and payments and to render Monthly Accounts to ICAR.
7. To prepare Revised Estimates and Budget Estimates.
8. To furnish to the Director (Finance) the following reports/returns in the prescribed formats:-
 - a) Statement of progressive Receipts and Expenditure
 - b) Monthly Receipts and Expenditure account
 - c) Bank Reconciliation Statement.
 - d) Annual account of receipts and expenditure.
9. To assist in checking of comparative statement of tenders.
10. Vetting of all purchase proposals.
11. To examine the forms of contracts, invitation to tenders etc.
12. To advise on all financial matters as and when referred.
13. To deal with audit reports of the statutory auditors on the accounts of the Directorate and to settle the objections in consultation with the Officers Concerned.

Production Unit

FUNCTIONS:

1. To frame technical and financial specifications for inviting tenders, and their terms and conditions for the empanelment of laser typesetters and printing for printing of Council publications.
2. Preparing estimates of costs for laser typesetting and printing for obtain Sanction
3. To frame technical and financial specifications, terms and conditions for inviting tenders for the purchase of printing material like paper, card, binding cloths
4. To calculate and fix sale-price of publications
5. Typographical designing and type marking
6. Scrutiny of illustrations and their size marking
7. Preparing press instructions for typesetting and printing to work out requirements of printing material like; papers/binding cloth and marking arrangements for its supply to the printers;
8. To work out requirements of printing material like; papers/binding cloth and making arrangement for its supply to the printers;
9. To calculate the paper consumption and certification of the paper consumption accounts
10. Technical examination of Printers'/typesetters' bills as per approved rate structure.
11. Technical guidance to sister-organizations in their printing work.
12. Techno-administrative work like replies to Parliament Questions, audit memos, etc.

Genl. Admn. Section (DIPA)

FUNCTIONS:

1. Procurement of Equipments, stationery items, consumables etc. for the official use of DIPA. Keeping and updating of all relevant registers in prescribed format.
2. Maintenance of equipments viz. Computers, Printers, UPS, Photocopier Machines. Air Conditioners, Postal franking machines etc. in DIPA by giving them under Annual Rate control by inviting tenders.
3. Miscellaneous nature of maintenance of Keys/doors locks etc for the staff of DIPA.
4. Outsourcing of services such as supporting and office assistants on contract basis at DIPA.
5. Management and handling of NAIP projects sanctioned to DIPA or where DIPA is a participating institute including procurement of all equipments approved therein as per World Bank guidelines.
6. Organizing various meetings of Unit Heads, Purchase Advisory Committee and making logistical arrangements in connection with other important meetings of DIPA.
7. Preparation and submission of Agenda items for Governing Body, AGM, Director's Conference.
8. Coordination of important matters such as Audit Paras, Parliament Questions etc. pertaining to DIPA.
9. Processing of cases of deputation of officials on foreign trips, trainings, workshop, seminars etc.
10. Processing of cases of Works viz. renovations/ remodeling pertaining to DIPA.

Hindi Editorial Unit

FUNCTIONS:

1. Planning, Editing, Vetting, Press ready of Hindi Magazine- Monthly, Bi Monthly, Quarterly.
2. Translation, Editing Proof of Annual Report.
3. Important Publications Broachers, Bulletins etc. received from higher Authorities, DG, Secretary and others.
4. Speeches of Minster of Agriculture, State Minster of Agriculture, DG, Secretary etc.
5. Correspondence with author, readers other organization etc.
6. Assist in publicity-Print & Electronic Media.

Publication Store

FUNCTIONS:

1. To act as warehouse of ICAR publications and information products alongwith maintenance of stock/ inventory.
2. Dispatch of publications to subscriber and other stakeholders alongwith supply to distributors.
3. Display and sale of ICAR publications and information product at the ICAR Literature Display cum Sale Point.
4. Liaisoning with Post Office for bulk dispatch and franking of the publications.
6. To provide support to exhibitions of ICAR publication at various events across the country.

Media & Information Unit

FUNCTIONS:

1. To put a system in position for continuously bridging the information gap.
2. To ensure country wide reach for customized communication efforts.
3. To ensure a multilingual campaign addressing local queries thereby enhancing state wide knowledge and information base.
4. To result in a live wire and strong media relations.
5. Cost effective solutions to ensure better utilization of PR Budget.
6. To take care of in-house journal, brochure on research units, special occasion publication, book on ICAR, leaflets for fares, meals etc.
7. To take care of Audio-Visuals/Documentary films/ multilingual short films, mobile publicity vans, traditional modes of rural communication.

ASR-I Section

FUNCTIONS:

All technical matters relating to the following Fisheries Research Institute under the Fisheries Division of the ICAR

1. Central Institute of Fisheries Education, Mumbai
2. Central Inland Fisheries Research Institute, Barrackpore
3. Central Marine Fisheries Research Institute, Kochi
4. Central Institute of Fisheries Technology, Kochi
5. National Bureau of Fish Genetic Resources, Lucknow
6. Central Institute of Freshwater Aquaculture, Bhubneswar
7. Central Institute of Brackishwater Aquaculture, Chennai
8. Directorate of Coldwater Fisheries Research, Bhimtal

Details of allocated functions

- Projects funded through the AP Cess Fund
- Projects funded by other Govt. S &T Agencies
- RAC/SRC
- Parliament Question
- Misc. Technical work
- Revolving Fund Scheme
- International MOUs
- Regional Committees
- Foreign Aided/Collaborative Projects
- Quarterly/Half Yearly/Annual Progress Reports
- Reply of Audit Para's
- VIP references

Instt.Adm.VI Section

FUNCTIONS:

All the administrative, technical and financial work of following institutes of Fisheries Division :-

1. Central Institute of Fisheries Education, Mumbai
 2. Central Inland Fisheries Research Institute, Barrackpore
 3. Central Marine Fisheries Research Institute, Kochi
 4. Central Institute of Fisheries Technology, Kochi
 5. National Bureau of Fish Genetic Resources, Lucknow
 6. Central Institute of Freshwater Aquaculture, Bhubaneswar
 7. Central Institute of Brackishwater Aquaculture, Chennai
 8. Directorate of Coldwater Fisheries Research, Bhimtal
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1. Preparation of plan EFC/SFC documents of the institutes and AICRPs
 2. Issuing of sanction of all plan schemes and sub schemes.
 3. Allocation of plan budget to Institutes and AICRPs
 4. Preparation of Plan and Non- Plan BE and RE headwise.
 5. Monitoring of monthly expenditure.
 6. Information relating for Demand for Grants.
 7. Preparation of Outcome Budget.
 8. Work related to Parliamentary Standing Committee
 9. Preparation of Half Yearly Performance Report.
 10. Processing of revised EFCs/ SFCs
 11. All work related to land issues of the institutes including taking over and handing over of land.
 12. Processing of agenda and ATR of Director's Conference.
 13. Processing of all plan works items of institutes.
 14. Constitution of Institute Management Committee/ QRT
 15. Processing the proceedings of IMC meetings.
 16. Processing of all cases of Review/Retention under 56 (J)
 17. Cases related to closing and opening of new centres of the institutes.
 18. Court cases related to all institutes of fisheries divisions.
 19. Conducting Vigilance inquiries or appointing inquires in the institutes and processing of reports for Vigilance or CVC.
 20. ADRP meetings and preparation of statements for approval of competent authority of ICAR for all the institutes
 21. Compilation of information related to SC/ST/ OBC employees and preparation of information for annual report.
 22. Maintenance of cadre strength of Scientists and cases related to inter institutional transfers.
 23. Forwardal of proposals in respect of Director/Pr. Scientists/Scientists to IC division DARE for their participation in Workshop and Seminar to be held abroad and submission of Research papers in the Seminar for consideration and approval of DARE.

Instt.Adm.II (NRM)

FUNCTIONS:

1. **All the administrative, technical and financial work of following institutes of NRM Division :-**
 - i. Central Arid Zone Research Institute, Jodhpur
 - ii. Central Research Institute for Dryland Agriculture, Hyderabad
 - iii. Central Soil & Water Conservation Research & Training Institute, Dehradun
 - iv. Central Soil Salinity Research Institute, Karnal
 - v. ICAR Research Complex for NEH Region, Barapani (Meghalaya)
 - vi. ICAR Research Complex for Eastern Region, Patna
 - vii. ICAR Research Complex for Goa, Ela, Old Goa
 - viii. Indian Institute of Soil Science, Bhopal
 - ix. National Bureau of Soil Survey & Land Use Planning, Nagpur
 - x. National Research Centre for Agroforestry, Jhansi
 - xi. National Research Centre for Weed Science, Jabalpur
 - xii. Project Directorate for Farming System Research, Modipuram
 - xiii. National Institutes of Abiotic Stress Management, Melegaon, Baramati, Pune under NRM Division.
 - xiv. Directorate of Water Mangement, Bhubaneswar
2. Preparation of plan EFC/SFC documents of the institutes and AICRPs
3. Issuing of sanction of all plan schemes and sub schemes.
4. Allocation of plan budget to Institutes and AICRPs
5. Preparation of Plan and Non- Plan BE and RE headwise.
6. Monitoring of monthly expenditure.
7. Information relating for Demand for Grants.
8. Preparation of Outcome Budget.
9. Work related to Parliamentary Standing Committee
10. Preparation of Half Yearly Performance Report.
11. Processing of revised EFCs/ SFCs
12. All work related to land issues of the institutes including taking over and handing over of land.
13. Processing of agenda and ATR of Director's Conference.
14. Processing of all plan works items of institutes.
15. Constitution of Institute Management Committee/ Research Advisory Committee/ QRT
16. Processing the proceedings of IMC and RAC meetings.
17. Processing of all cases of Review/Retention under 56 (J)
18. Cases related to closing and opening of new centres of the institutes.
19. Court cases related to all institutes
20. Conducting Vigilance inquiries or appointing inquires in the institutes and processing of reports for Vigilance or CVC.
21. ADRP meetings and preparation of statements for approval of competent authority of ICAR for all the institutes

22. Compilation of information related to SC/ST/ OBC employees and preparation of information for annual report.
23. Maintenance of cadre strength of Scientists and cases related to inter institutional transfers.
24. Forwardal of proposals in respect of Director/Pr. Scientists/Scientists to IC division DARE for their participation in Workshop and Seminar to be held abroad and submission of Research papers in the Seminar for consideration and approval of DARE.

SW&DF

FUNCTIONS:

- Soil resource characterization and land use planning
- Watershed management
- Rehabilitation of eroded lands.
- Management of problem soils (Acidic, salt affected & Waterlogged)
- Nutrient management
- Bio fertilizers, composts
- Utilization of waste/poor quality water
- Water management
- Soils & Water pollution

FUNCTIONS:

1. Crops Production & Farming system
2. Crop diversification
3. Organic farming
4. Resource conserving technologies(RCTs)
5. Weed management
6. Agro-forestry including bio fuel crops
7. Drought mitigation
8. Anti desertification
9. Rained farming
10. Agro meteorology & climate change
11. Abiotic stress management
12. Dryland farming

Agricultural Engg.

Functions:

I. Monitoring, Planning and Coordination of Plan schemes on:-

- i) AICRP on Farm Implements & Machinery(FIM).
 - ii) AICRP on Renewable Energy Sources (RES).
 - iii) AICRP on Economics and Safety in Agriculture(ESA).
 - iv) AICRP on Utilization of Animal Energy(UAE).
 - V) AICRP on Harvest and Post Harvest Technology(PHT).
 - vi) AICRP on Application Plastics in Agriculture(APA).
-
2. Assistance to Agricultural Universities for manufacturing of Prototypes for testing and evaluation.
 3. All work incident or connected with the above items of work.
 4. Inviting PHF.CV from Key consultants/Consultants for visiting centres and G/I clearance.
 5. Submission of six monthly reports and yearly reports from Institutes/Agril. Universities.
 6. Examination of all proposals from Agricultural Universities for utilizing ICAR funds under Recurring and Non-Recurring heads.
 7. Organize Annual Workshops and CCM's to review progress of on going projects.
 8. All assistance to Key Consultants/Consultants when in India.
 9. Formulation of QRT of all AICRPs, scrutiny of recommendations and putting upto GB for Questions.
 10. Reply to the Parliament Questions.
 11. Monitoring of continuing Adhoc Projects and examination of their Annual and Final Reports and their Final Adoption and release of funds & settlement of accounts.
 13. Monitoring of RFS sanctioned.
 14. Matters related to DOAC-ICAR Interface. Submission of ATR.
 15. Monitoring of FLD programme as per funds released by DOAC.
 16. Examination of Deputation Report of the visits of scientist abroad and submission to concerned ADG.
 17. Interface with other Nodal ministries like Ministry of Agriculture, Ministry of New & Renewable Energy Sources (MNRE), Ministry of Food Processing, Ministry of Science & Technology etc.
 18. Handling matters related to BIS Standards in the Area of Farm Machinery, Tractor, Post Harvest Technology, Renewable Energy Sources etc.
 19. Handle matters related to Work Plans with different countries and their implementation.
 20. Matters related to Annual Plan and Five Year Plan.
 21. Matters related to Plan Budget of AICRPs.
 22. Matters related to SFC/EFC of AICRPs and their approval.
 23. Matters related to SOC/GB recommendation and submission of ATRs.
 24. Reply to the queries raised by Parliament Standing Committee on Agriculture.
 25. Foreign Aided Projects Monitoring and Coordination.
 26. Matters related to DARE Report.

Functions:

I. All the administrative, technical and financial work of following institutes of Agricultural Engineering Division :-

1. Central Institute for Research on Cotton Technology, Mumbai
2. Central Institute of Agricultural Engineering, Bhopal
3. Central Institute of Post Harvest Engineering & Technology, Ludhiana
4. Indian Institute of Natural Resin and Gums, Ranchi
5. National Institute of Research on Jute & Allied Fibre Technology, Kolkata
6. Indian Agricultural Statistical Research Institute, Pusa, New Delhi.

II. General Administration of the Institute, broadly the following items:-

- i) Plan and Non-plan Budget.
- ii) Finalization of Q.R.T. reports.
- iii) Clarification/relaxation of rules, regulations and instructions regarding service matters, matters regarding fixation of pay etc.
- iv) Acquisition of land and property including hiring accommodation.
- v) Relaxation for retention of Institute accommodation, reservation etc.
- vi) Settlement of pension, GPF cases who have not opted ICAR services. Counting of past service for pension purposes.
- vii) Administrative/Establishment matters not covered within the powers delegated to the Directors.
- viii) Scrutiny of reports of the Audit party and replies thereto. To prepare replies of local audit paras.
- ix) Parliament Questions/Assurances. Letters from MP's/VIP's.
- x) Permission to purchase new vehicles/condemnation of old vehicles.
- xi) Permission of Air Travel to Non-official members/non entitled officers.
- xii) Nomination of DPC members of various institutes. Permission to get Honorarium/fees. Granting leave/GPF advances/withdrawal to the Directors.
- xiii) Grant of study leave to ARS Scientists. Processing requisition of Technical/ARS posts to be advertised by ASRB. Processing applications of Administrative Staff for transfer to other Institutes/Hqrs. Etc.
- xiv) Forwarding of applications of Administrative, Technical and Scientific staff for higher posts. Scrutiny and forwardal of 5 years assessment forms to ASRB. Processing assignment/training/fellowship abroad. Forwarding their names with DOP&AR. Grant of No Objection Certificates for obtaining private passport etc.
- xv) Examine proposal for payment out of compassionate fund and payment of death claims.
- Xvi) Creation, abolition of posts. Approval to organize training course/workshop, seminars etc. Permission to become members of Professional Societies/Bodies.
- xvii) Coordination work and updating all the returns. Clearance from administrative angle of Scientists and other staff of the above Institutes etc.
- xviii) Formulation of IMC & RAC & QRT seeking approval of competent authority of the proceedings of IMC/RAC.

FUNCTIONS:

1. Administrative and Financial matters in respect of Zonal Project Directorates, Zone-II, Zone-III, Zone-VI and Zone-VIII.
2. Administrative and Financial matters in respect of KVKs under Zone-II (comprising State of Bihar, Jharkhand, West Bengal and Union Territory of A&N Islands), Zone-III (comprising State of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura), Zone-VI (comprising State of Rajasthan and Gujarat) and Zone VIII (Comprising State of Karanataka, Tamilnadu, Kerla, Goa and Union Territory of Pudducherry & Lakshadweep)
3. Administrative and Financial matters in respect of DRWA, Bhubaneshwar.
4. Processing of papers/documents relating to establishment of new KVKs including execution of MOU/Agreement.
5. Obtaining registered Mortgage Deed from NGO/Private Bodies prior to sanctioning KVKs in favour of them.
6. Preparation of Budget Estimate and Revised Estimate in respect of Zonal Project Directorates and KVKs there under, DRWA, Bhubaneshwar & DIPA.
7. Release of funds to Zonal Project Directorates, Director, DRWA and Project Director, DIPA.
8. Handling of Court cases.
9. Settlement of Audit Paras.
10. Handling of Policy Matters relating to KVKs.
11. Annual Direct Recruitment Plan.
12. Fixation of Cadre Strength of Scientists of Agril. Extension Division.
13. Processing of proposals relating to condemnation of old vehicles and conveying approval to procurement of vehicles in replacement.
14. Organizing meetings of Zonal Project Directors/Director, DRWA/Project Director, for finalization of budgetary allocation.
15. Sanctioning leave/GPF advance of Zonal Project Directors.
16. Submission of various reports/returns.
17. Parliament Questions.
18. E-Linkage work
19. AICRP on Home Science
20. Cases relating to reservation for PH Category.
21. Work relating to Institute Management Committees.
22. Dealing with cases of regularization of excess expenditure in respect of KVKs.

Agril.Extn.-II

FUNCTIONS:

1. Administrative and Financial matters in respect of Zonal Project Directorates, Zone-I, Zone-VI, Zone-V and Zone-VII.
2. Administrative and Financial matters in respect of KVKs under Zone-I (comprising States of Punjab, Haryana, Himachal Pradesh, Delhi and Jammu & Kashmir), Zone-VI (comprising States of Uttarakhand & Uttar Pradesh), Zone-V (comprising States of Andhra Pradesh & Maharashtra) and Zone VII (Comprising States of Chhattisgarh, Orissa & Madhya Pradesh)
3. Processing of papers/documents relating to establishment of new KVKs including execution of MOU/Agreement.
4. Obtaining registered Mortgage Deed from NGO/Private Bodies prior to sanctioning KVKs in favour of them.
5. Preparation of Budget Estimate and Revised Estimate in respect of Zonal Project Directorates / KVKs.
6. Release of funds to Zonal Project Directorates.
7. Handling of Court Cases.
8. Settlement of Audit Paras.
9. Annual Direct Recruitment Plan.
10. Processing of proposals relating to condemnation of old vehicles and conveying approval to procurement of vehicles in replacement.
11. Organizing meetings of Zonal Project Directors for finalization of budgetary allocation.
12. Sanctioning Leave/GPF advance of Zonal Project Directors of various reports/returns.
13. Parliament Questions
14. Cases relating to reservation for PH Category.
15. Dealing with cases of regularization of excess expenditure in respect of KVKs.

A&P Section

FUNCTIONS:

1. Preparation of EFC Proposal/ Annual Plan of the Education Division.
2. To coordinate with other Sections of the Education Division for preparation of Half Yearly Performance and Outcome budget report. Monthly report of VIP References, Hindi report, Annual Report of RTI and Quarterly reports etc.
3. Attend to all RTI matters concerning the Education Division.
4. To coordinate with other Sections of Education Division for preparation of reply to miscellaneous letters received from other Ministries pertaining to Higher Agricultural Education.
5. To coordinate with other Sections of Education Division for arranging the visit of External Audit and preparing of the reply of audit paras.
6. To coordinate for preparation of miscellaneous information related to State Agricultural Universities concerning strength / vacancy of Academic Staff etc.
7. To extend Logistics and administrative support for conducting of VCs conference and All India Entrance Examination for admission in UG/PG.
8. All Administrative, Technical and Financial matters pertaining to institute Administration of NAARM, Hyderabad
9. Administrative Approval/Expenditure Sanction for works, procurement based on SFC approval.
10. Internal Posting/Transfer of in the Education Division.

EQR Section

FUNCTIONS:

1. Accreditation Board and Sectoral Committees and Accreditation of Agricultural Universities (AUs)
2. Norms and Standards for Accreditation
3. Evaluation and Reform of Agricultural Education Institutions
4. IV Deans Committee Report Implementation
5. Revision of Master's and Doctoral Course Curricula and Syllabi
6. ICAR Model Act for Agricultural Universities
7. NET-Implementation & Queries
8. Foreign Collaboration activities including material for MOUs and Work Plans.
9. Equivalence of Qualifications
10. Matters pertaining to Universities Grants Commission, All India Council of Technical Education, Veterinary Council of India.
11. Regional Committee Work
12. Modernization of Agricultural University Farms
13. International Fellowship Programme
14. Divisional Information Feedback: Five year Plan, Annual Plan, EFC, SFC, Budget, Hindi Report, Report on VIP References.
15. Indo-US Agricultural Knowledge Initiative (AKI)
16. NAIP input.
17. Parliament Question related to Educational Quality and Reforms.
18. ICAR/DARE Annual Report.

EPD Section

FUNCTIONS:

1. Release of development grant to Agricultural Universities.
2. Process of estimates of construction of building etc. with the universities.
3. Implementation of revised U. G. C. pay scales in Agricultural Universities.
4. Niche Area of Excellence.
5. Experiential Learning.
6. Rural Awareness Work Experience.
7. National Talent Scholarship
8. Ad-hoc schemes of AP Cess fund
9. Universities level text book
10. Best Teacher Award
11. Emeritus Scientist Scheme
12. Inputs for preparation of EFC and CCEA Note/ Annual reports of ICAR.
13. Nomination of ICAR representative on the Board of Management of Agricultural Universities.
14. Parliament Question related to EPD Section.
15. Organization of the annual Vice Chancellor's Conference and action on the recommendations.
16. Organization of the Conference of the Comptrollers of Agricultural Universities and action taken on the recommendations.
17. Meeting of Selection-cum-Standing Committee for the selection of Emeritus Scientist Scheme.
18. Nomination of ICAR Experts in the Selection Committee of various posts of Agricultural Universities.

Examination Cell

FUNCTIONS:

1. Conduct of All India Entrance Examination for Admission to Under-graduate / Post graduate Programme in Agricultural and Allied Subjects.
2. Processing of claims of delegates attending various meetings.
3. Selection letter for SRF qualified candidates
4. Day to day work pertaining to U.G./P.G. Examinations, Advertisement, inviting applications sale of Information Bulletins, maintaining up to date records in Revolving Funds Scheme along with crediting/debiting expenditure revenue, arrangements for the conduct of examinations, calling the qualified candidates for provisional admissions through counseling, arrangement of counseling for admission to UG and PG programmes, Maintaining Cash Book of Revolving Fund Scheme of All India Entrance Examination, Disbursement of T.A. advance, preparation of Centre-expenditure for UG and PG examinations, preparing the file folders of the qualified candidates, Packing, addressing numbering question paper packets /OMR sheets for UG/PG examinations, Processing of wait list applications, RTI issues etc.

F&A Section

FUNCTIONS:

- I Release of Fund for the following Schemes under PLAN Budget of Education Division.
 - i. Release of development grant to Agricultural Universities.
 - ii. Process of estimates of construction of building etc. with the universities.
 - iii. Implementation of revised **UGC** pay scales in Agricultural Universities.
 - iv. Niche Area of Excellence.
 - v. Experiential Learning.
 - vi. Rural Awareness Work Experience.
 - vii. National Talent Scholarship
 - viii. Ad-hoc schemes of AP Cess fund
 - ix. Universities level text book
 - x. Best Teacher Award
 - xi. Emeritus Scientist Scheme
 - xii. Inputs for preparation of EFC and CCEA Note/ Annual reports of ICAR.
 - xiii. Nomination of ICAR representative on the Board of Management of Agricultural Universities.
 - xiv. Parliament Question related to EPD Section.
 - xv. Organization of the annual Vice Chancellor's Conference and action on the recommendations.
 - xvi. Organization of the Conference of the Comptrollers of Agricultural Universities and action taken on the recommendation.
- II Release of Funds for the following Schemes under NON-PLAN Budget of Education Division.
 - i. Creation of Professional Chairs (National Fellow/National Professor).
 - ii. Merit-cum-Means Scholarship (MCM) Scheme.
 - iii. Internship Assistance. (This scheme is meant for Veterinary Students only)
 - iv. Post Graduate Fellowship (JRF/SRF).
 - v. Post Doctoral Fellowship.
 - vi. Post Metric Scholarship to Schedule Castes/ Schedule Tribes.
 - vii. Summer-Winter School and Short Courses.
- III The F&A Unit also attend to Release of Funds under Non-Plan (Other Charges) pertaining to service section, Agriculture Extension.
 1. Assets Acquired
 - i. Furniture, Fixture, Fitting and other Equipments.
 - ii. Typewriters and Accounts Machine
 - iii. Other non-consumable stores
 - iv. Purchase of Electronic Machines
 2. T. A. to Non-Officials under the head "Other Charges".
 3. Maintenance of Office Building under the head "Works".
 4. Office Contingencies
 5. Concurrence and Payment of bills.
 6. Bank Reconciliation of the three Accounts i.e. Plan, Non-Plan and Revolving Fund Schemes.

IV Budget

1. Formulation of Budgeted Estimates and Revised Estimates after consultation with concerned Sections.
2. Co-ordination with the various sections of Education Division and Compilation of replies of Audit Paras.
3. Preparation and Submission of Monthly Expenditure Reports.
4. Preparation and Submission of Consolidated Annual Account of Education Division.
5. Preparation and Maintenance of various record book for three accounts i.e. Plan, Non-Plan and Revolving Fund Scheme i.e. Cash Book, Expenditure Control Registers. EMD Registers, Advance Register in respect of fund released to CPWD, DAVP Post Master General (GPO)

HRD Section

FUNCTIONS:

1. Processing the sanction and release for ICAR- Junior Research Fellowship to the ICAR JRF awardee.
2. Processing the sanction and release for ICAR –Senior Research Fellowship to the candidates.
3. Processing and release for ICAR Post-Matric Fellowship for SC/ST students
4. Processing sanction and release for Merit-cum –means Scholarship
5. Processing sanction and release for Internship to Veterinary Graduate in the Country.
6. Centre of Advance Studies (CAS)
7. Processing sanction and release of funds for Summer/Winter School & Short Courses/National-Professor/National Fellow Scheme.
8. Technical coordination related to NAARM, Hyderabad.
9. The work of Summer/ Winter Schools and Short Courses.
10. Processing the admission of Foreign Student in State Agricultural Universities.
11. Processing sanction and release of Centre of Advance Studies.

Vigilance Section

Functions:

1. To deal with vigilance cases, appeal, revision, review petitions etc. of the staff of ICAR Hqrs.
2. Vigilance cases and all appeal cases having vigilance angle in respect of officers of ICAR Research Institutes whose disciplinary authority is Secretary, ICAR, DG, ICAR and President, ICAR.
3. Processing of complaints received from Prime Minister Office, President Secretariat, Central Vigilance Commission, Central Bureau of Investigation, other Ministries, employees of ICAR Hqrs. and its Institutes and members of general public.
4. Processing of the preliminary investigation reports on the complaints.
5. Appointment of Inquiry Officer and Presenting Officer in vigilance cases.
6. Processing of the reports of the Inquiry Officer in vigilance cases and passing penalty order/ final order.
7. To deal with appeal/ revision/ review petitions against the officers against whom final order has been passed in the Council.
8. Liaison with CVC including seeking first and second stage advice.
9. Compilation of various types of returns viz. Implementation of leveraging technology, foreign visits of employees, quarterly progress reports on CTE type examination received from the Institutes of ICAR and submission of same to Central Vigilance Commission.
10. Circulation of orders/ instructions received from Central Vigilance Commission at ICAR Hqrs. and its Institutes.
11. To give vigilance clearance in respect of all officials of ICAR Hqrs. and its Research Institutes at the time of appointment, probation clearance, promotion, retirement, foreign training, forwarding of applications for outside posts within the country and abroad, new passport, renewal of passport etc.
12. Appointment of Vigilance Officers at ICAR Research Institutes.
13. Organizing special training programmes for Vigilance Officers of ICAR Institutes and Inquiry Officers/ Presenting Officers of the Council/ Institutes.
14. To handle other advisory functions to different sections in the Council and its Research Institutes on vigilance matters.

VIGILANCE – D SECTION

Functions:

1. Disciplinary cases of all employees of ICAR Headquarters and those of Group ‘A’ officers of Institutes.
2. Appeal, Revision and Review cases in respect of officers of Research Institutes.
3. Processing of vigilance complaints received directly through CVC and through CBI etc.
4. To accord advice on Vigilance matters.
5. To give vigilance clearance in respect of all employees of ICAR Hqrs. and its Institutes at the time of DPC, forwarding of applications, retirement etc.
6. Review of suspension cases in respect of employees of ICAR Hqrs./ Institutes.
7. RTI matters pertaining to vigilance.
8. Court cases concerning disciplinary matters of employees of ICAR Hqrs./ Institutes.

Coordination Sec.

FUNCTIONS:

1. Work of CJSC, IJSC, HJSC.
2. Zonal & International Tournament.
3. India International Centre.
4. V.I.P References.
5. This section is the custodian of all Identity Cards. It has the following types of Identity Cards.
 - A. Permanent Identity Cards.
 - B. Temporary Identity Cards.
 - C. Temporary Non-official Identity Cards.
 - D. Special passes on Republic & Independence Day Celebration.
 - E. Official Temporary Identity Cards.
 - F. Pensioner's Identity Cards
6. An Index Number. Is also given through this section to all communications which are issued to all field officers of ICAR system.
7. No objection certificate issued relating to Identity Card to all incumbents before leaving the ICAR or on superannuation.
8. All the matter relating to election duty dealt through election commission.
9. Compilation and collection of all the information of ICAR as desired by different Ministries and other statutory authorities of Government of India from time to time.
10. Matter relating to Women Complaint Committee constituted as per the order of the Supreme Court followed by the instructions of DOPT.
11. Agreement of ICAR with Indian Airlines/Air India and Jet Airways.
12. All the matter related to Golden Jubilee Welfare Fund Scheme.
13. Endorsement of all communications issued from all Ministries/Statutory bodies relevant to ICAR authorities excluding the communications issued from Ministry of Finance.
14. All the matter related to all type of Casual Labourers including the casual labour with temporary status.

Establishment-V

FUNCTIONS:

1. Providing of Vehicles to the officers of ICAR Hqrs.
2. Providing of telephone facility to Sr. Officers at office and residence in respect of ICAR Hqrs. only.
3. Arranging light refreshment during various meetings for the higher officers of the ICAR Hqrs.
4. Arranging of tea/coffee and biscuit for the official meeting of ICAR Hqrs.
5. Arranging repair and maintenance of vehicles of ICAR Hqrs.
6. Payment of petrol bills in respect of ICAR Hqrs's vehicles.
7. Arranging repair and maintenance of EPABX telephone exchange at ICAR Hqrs. and NASC Complex.
8. Condemnation and purchase of vehicles in respect of ICAR Hqrs.
9. Providing of vehicles during official meetings of ICAR Hqrs. such as AGM, GB etc.
10. Hiring of outsourcing drivers and DLY taxis/buses.
11. Sending and receiving of FAX messages for ICAR Hqrs.
12. Payment of telephone bills in respect of ICAR Hqrs.
13. Reimbursement/Payment of telephone bills in respect of residential telephones of officers

Estate & Maintenance Section

FUNCTIONS:

1. Work relating to electrical maintenance of NASC/ Krishi Vihar through CPWD.
2. Work relating to civil maintenance of NASC/ Krishi Vihar through NPCC Ltd./ CPWD.
3. Horticulture Maintenance of NASC Complex/Krishi Vihar.
4. Sanitation and waste disposal of NASC/Krishi Vihar.
5. Security Services of NASC/Krishi Vihar.
6. Security and cleanliness services of NASM/ Symposium Hall.
7. Contract for Anti termite treatment and pest control at NASC Complex, Krishi Vihar through Central Ware Housing Corporation.
8. Catering Services of International Guest House/conference facilities including running International Guest House.
9. Maintenance of Audio Video system of conference facilities.
10. Work relating to booking of Community Hall at Krishi Vihar.
11. Work relating to allotment of shops and keeping the record of rent receipts thereof at Krishi Vihar.
12. Contract for providing the Flowers, Signage/backdrops etc. in the Symposium Hall/Conference facilities at NASC Complex.
13. Payment of water and Electricity bill of NASC Complex.
14. Recovery of monthly electricity charges from the allottees at NASC Residential Complex.
15. Recovery of Common Service Charges from all the CGIAR centers and other offices to whom the official accommodation has been allotted at NASC Complex.
16. Recovery of monthly electricity charges from the International Societies to whom space has been allotted at NASC Complex.
17. Work relating of NASC Committee meeting.
18. All work relating to Directorate of Estate viz. allotment and vacation of General pool accommodation allotted by Directorate of Estate to the ICAR Employees including monthly payment of special licence fee for General Pool residence allotted by Directorate of Estate.
19. Work relating to allotment of quarters of ICAR Pool at Krishi Vihar, NASC complex, Asiad Village Complex.
20. Maintenance of Solar Water Heating System of International Guest House.
21. Maintenance of Fish Aquariums.

22. Purchase of Furniture items for NASC Complex.
23. Purchase of Linen and other required material for International Guest House.
24. Work relating to recovery of licence fee and other charges.
25. Work relating to eviction of unauthorized occupants under Public premises (Eviction of unauthorized occupants) Act, 1971 including appointment of Estate Officers.
26. Temporary allotment of quarters for welfare activities at Krishi Vihar and NASC Complex.
27. Payment of Property tax in respect of the properties of ICAR Headquarters located at Delhi.
28. Booking of Symposium Hall and other Conference Hall established at NASC Complex and keep the record of Hiring Charges.
29. Fixing the room rent charges of International Guest House as well as other Guest House of ICAR Institutes located all over India.
30. Fixing the rent charges and electricity charges in respect of office space allotted to the various National Societies at NASC Complex.
31. Disposal of unwanted and unserviceable item of NASC Complex.
32. Making related arrangements for holding the various meeting and Conferences organized by ICAR at NASC Complex.
33. Audit objections/RTI cases/Court cases and clearance of advances.

Receipt and Despatch Section

Functions:

1. Receipt and distribution of all incoming dak intended for ICAR Headquarters.
2. Despatch of letters, parcels (Registered and Un-registered), Speed Post received from the Sections/ Officers.
3. Delivery of dak to all Ministries by post.
4. Despatch of letters for offices/ organizations etc. located abroad.
5. Handling of budget under the head “Contingencies – Postage and Telegrams” and maintenance and auditing of accounts thereof.
6. Receipt and dispatch work in respect of DARE.
7. Monthly Payment of Speed Post bills.
8. Cyclostyling work of the Council.
9. Franking letters on Franking Machine by Franking Machine Operator.
10. To re-charge the balance amount available in Franking Machine from the post office as and when required.

Genl. Admn. Section

FUNCTIONS:

1. Purchase of Stationery items, liveries, Purchase of Cleaning Material & Crockery items, Briefcases Miscellaneous Items(towels/dusters etc.) Consumables for binding machines;
2. Preparation of budget including Performance, Outcome budget, Annual Plan, EFC document for ICAR Hqrs. Monitoring of Plan and Non-Plan expenditure.
3. Purchase and Maintenance of Electronic Machines including Computers, Printers, UPS, Inverters, Multi-media projectors, Calculators, Fax machines, Duplicating machines, electronically controlled collators, Paper Shredders, Binding Machines, Laminating machines, public address system.
4. Purchase of consumables and accessories for the above mentioned electronic machines;
5. Installation of Cable TV Connections. Preparation of stamps and nameplates. Re-caning of Chairs, Contract for Washing of Clothes, Binding Work, supply of cut flowers. Maintenance of Office Building through CPWD. Disposal of Office sweepings / newspapers. Arranging Farewell ceremonies of retiring employees. Grant of NOCs to retired/retiring/Transferred employees.
6. Total inventory control and management of Stationery and consumable stores. Maintaining re-order level of stores.
7. Purchase & Maintenance of
 - i. Furniture and fixtures, including including general repair/renovation/drycleaning of sofa sets/carpets, polishing etc.
 - ii. Air-conditioners, Desert & Water Coolers, Aqua-Guards/RO Systems, Heat convectors/ Hot cases, Electrical/Carpentry items, and;
 - iii. Award of Housekeeping/Office Upkeep contract.
 - iv. Purchase of Sports Items.

CDN. (Tech.) Section

Functions:

1. Preparation of Monthly Cabinet Summary for Cabinet Secretary.
2. Preparation of International Training Calendar.
3. International collaboration & compilation Work Plans and examine MOUs.
4. Financial assistance to Scientific Societies for organizing seminars etc. and publication of journals.
5. Organizing Standing Committee Meetings.
6. Release of grant to NAAS, IAUA & Indian Science Congress every year.
7. Collaboration of ICAR Institutes with industry.
8. Organizing Director's Conference/ preparation of ATR and Agenda items.
9. Coordinating the ICAR Regional Committee Meetings and preparing draft invitation letters for VIPs.
10. Coordination and collaboration with Department of Science and Technology, Bureau of Indian Standards etc.
11. To deal with the references received from Prime Minister Office, President Secretariat etc.
12. ICAR/ DARE Annual Reports to be laid down in Parliament.
13. Processing of Deputation Reports of ICAR Scientists visiting abroad.

AWARD CELL

Functions:

1. National advertisement of Awards.
2. Scrutiny of award application and constitution of Judging Committee.
3. Organizing the meetings of Judging Committee.
4. Writing and Compilation of Citations.
5. Preparation of TA and Honorarium Bills of Committee Members.
6. Annual Report Award
7. Organizing of Award Ceremony.

Parliament Section

FUNCTIONS:

- a) to serve as central coordinating point for all Parliamentary work;
- b) to keep in touch with the Lok Sabha / Rajya Sabha Secretariat and the Ministry of Parliamentary Affairs with a view to obtaining advance intimation about question(s) finally admitted and other business to be transacted, and to transmit that information forthwith to the concerned officers/sections;
- c) to receive all the dak from the Lok Sabha / Rajya Sabha Secretariat and the Ministry of Parliamentary Affairs (unless they are addressed by name to officers);
- d) to transmit all the papers to the concerned officers/sections without delay;
- e) to remind the officers/sections concerned for prompt and timely disposal of the matter till, where necessary, the concerned file reaches the Minister;
- f) to keep in touch with the private secretary to the Minister to see that matter is brought to the attention of the Minister without delay and to make such further action as may be called for according to the needs of the case.
- g) to prepare the pad for the Minister and senior officers as may be required under departmental instruction;
- h) to submit a duplicate pad to the private secretary to the Minister;
- i) to note in the margin, where relevant, against each item in the list of business received for the day, the time allotted, the time already spent and the balance thus: " $5\frac{1}{2} - 3 = 2\frac{1}{2}$ hours.", and if the time is not specified or the information is not available, to state this fact in the margin;
- j) to see that the Parliament Assistant is present in the Lok Sabha / Rajya Sabha Official Gallery during the question hour on question days of the department and on days when business of the department is expected to come up in the Lok Sabha / Rajya Sabha;
- k) to see that a representative of the department is present in the Official Gallery of each House if there is business concerning the department in both the Houses simultaneously;
- l) to arrange for one officer of the Parliament Unit to be available every day when either of the Houses is in session at the office telephone of the Unit from 09.00 hours till half an hour after the House adjourns;
- m) to keep in touch with the Parliament Assistant, and if he is not available, with the representative of the Ministry of Parliamentary Affairs present in the Official Gallery, so as to be in a position to give information at a moment's notice about the stage of the proceedings relating to that department; and
- n) to perform such other functions as may be laid down by departmental instructions.

Hindi Section

FUNCTIONS:

I. Implementation:

1. Implementation of the Official Language Act 1963 and Official Language Rule-1976 and other instructions received time to time from the Department of Official Language, Ministry of Home Affairs regarding progressive use of Hindi.
2. Implementation of Cash award scheme of the Ministry of Home Affairs at ICAR Headquarters.
3. Work relating to Committee of Parliament on Official Language to help Institutes/centres in preparation of Inspection report & participate in the meeting on behalf of ICAR/Ministry of Agriculture. To examine the progress made in the use of Hindi in ICAR Hqrs. and its Institutes.
4. To organize quarterly meeting of the Joint Official Language Implementation Committee of the DARE and ICAR and implement the decisions taken there in.
5. Implementation and follow up action on the decisions taken by Hindi Salahakar Samiti of the Ministry of Agriculture.
6. Organizing Hindi workshops for officers and staff to explain the Official Language Act and Rules.
7. Circulation and implementation of the decision taken by (a) Kendriya Hindi Samiti (b) Kendriya Rajbhasha Karyanvayan Samiti (c) Hindi Salahakar Samiti of the Ministry of Home Affairs etc.
8. To consider and evaluate the proposals of ICAR Institutes for awarding the “Ganesh Shankar Vidhyarthi Hindi Krishi Patrika Purskar” and “Rajashi Tandon Rajbhash Purskar” for Institutes.
9. Compilation and editing the articles received from ICAR institutes for its publication in the Annual Hindi House magazine “Rajbhasha Alok”.
10. To review the quarterly Progress reports of Official Language progress received from various Institutes/PD/Bureaux/Centre.

II. Translation:

1. Material related to Parliament Questions and Assurances.
2. Annual Plan.
3. Out Come Budget
4. Review of demands for grants, PAC, Audit Reports.
5. Agenda & Proceedings of General Body Meetings
6. Standing Finance Committee.
7. Monthly summary
8. Cabinet Note related to ICAR/DARE.
9. Parliamentary Standing Committee on Agriculture.
10. Material for the AGM of ICAR society and many other meetings.
11. Speeches of Hon'ble Union Agriculture Minister and other higher Officials of ICAR prepared originally in Hindi.
12. Circulars, Office orders, General orders Advertisement and Documents Specified in Section 3(3) of Official Language, ACT, 1963.

Law Section

FUNCTIONS:

1. Taking steps to defend cases of ICAR in various courts, in coordination with SMDs and Institutes.
2. Examination of court's orders/ judgments and suggest filing of appeal/Writ Petitions/Special Leave Petitions etc. or implementation thereof, in consultation with SMD, if required.
3. Examination of different contracts/agreements/MoUs/Deeds etc. to protect the interest of Council.
4. Verification of title to property in cases of House Building Advance.
5. Giving advice to various SMDs/Institutes on matters referred to legal cell.
6. Briefing advocates in cases in consultation with concerned SMD.
7. Drafting of affidavits/applications/petitions etc. when required and vetting of the same when drafted by the advocate engaged.
8. Processing of fee bills of the advocate relating to ICAR Hqrs.
9. Any other legal matter referred by higher officers/SMDs/Institutes.

PPP Section

FUNCTIONS:

1. Holding of Senior Officer Committee (SOC) meeting every month.
2. Budget release and management of XI Plan Scheme “Intellectual Property Management & Transfer/Commercialization.
3. Examination of all the proposals for consultancy, contract research, contract services, HRD etc. as per guidelines.
4. Work relating to National Agricultural Entrepreneurship Project (NAEP).
5. Dealing with all the scientific/ technical/financial and administrative matter relating to Policy issues e.g. QRT guidelines, ICAR company etc.
6. Any other work assigned by ADG (IP&TM).

Tribal Sub-Plan(TSP) Cell

FUNCTIONS:

Proper monitoring of Tribal Sub-Plan funds and also for looking after the interests of Scheduled Tribes in the Council with the clear objective of bridging the gap in socio-economic development of the Scheduled Tribes.