



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001

F.No. Admn.13-1/2024-R&P (II)

Dated 16th June, 2026

OFFICE MEMORANDUM

Sub: Instructions for review of level of final disposal to reduce channel of submission of files/proposals at ICAR Institutes - reg.

Attention is invited to Council's OM of even number dated 14.05.2024 and reminder dated 12.11.2024, whereby to facilitate quicker decision making and to reduce channel of file submission, all ICAR Institutes were advised to:-

- a) Finalise the channel of submission of files/cases for various administrative matters in their respective Institutes in a manner that the channel of submission for routine matters, from the initiating level to the Approving Authority i.e. Competent Authority in the matter shall not exceed three levels, except in cases involving complex/important issues or legal or statutory or policy matters. The file should be cleared at 4th level or less, as far as possible.
- b) To operationalize this principle, it was further advised that the powers of final disposal should be delegated at the appropriate lower levels, so that Director of the Institute may not be engaged in day to day routine activities. For having a reference point for this purpose, Council's OM No. 13-1/2024, dated 15.01.2024 (Annexure-I) was also attached, vide which power of disposal/approval in various routine matters at ICAR HQ was delegated at appropriate levels. As a result, most of the routine files/proposal are ending at US/DS levels and not required to be submitted to Secretary/DG, ICAR in every case.

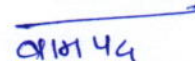
2. However, it has been observed by DG, ICAR and also discussed with Directors of all the ICAR Institutes during the meeting held on 22.05.2026 through VC and also in the 3rd Zonal Meeting held on 24.05.2026 that files are still being routed through even more than 4 levels which has been viewed seriously, as this issue is being monitored at the highest level of Govt. of India.

3. Accordingly, it has been decided by the Competent Authority that all ICAR Institutes shall review the existing internal delegation to delegate the powers for disposal/finalization of routine files/proposals at appropriate levels. Thereafter, the Institute should define the channel of file submission from the initiating level to the Approving Authority, i.e., concerned Competent Authority, ensuring that the channel of submission does not exceed maximum three levels and the same is approved maximum at 4th level by the Approving Authority i.e. Competent Authority.

4. While defining the channels for disposing of the cases in accordance with the levels specified by the Institute, it should be ensured that the concerned officers/Divisions/Sections of respective Institutes shall follow the due procedure/process and keep in view the requirements laid down in the relevant rules, regulations and other instructions issued by the Government of India/ICAR from time to time including the need for consulting the Internal Finance unit of the Institute or any Division/Unit of ICAR Hqrs./DARE, like IFD, SMDs, Personnel/Administration/Technical Service/Vigilance Division, Law Section, IPTM Unit etc., wherever required. After following due procedure of mandatory consultation, final proposal/case/file should reach the Approving Authority i.e. Competent Authority in the matter within maximum 3 levels.

5. The above exercise may be completed **by 30th June, 2026** and a copy of the order/office instructions so issued and 'Summary of ATR' in the attached format (**Annexure-II**) may be sent to their concerned SMDs **by 03rd July, 2026**. SMDs will monitor the compliance of these instructions and submit the consolidated information of all the respective Institutes **by 10th July, 2026** for further submission to the Competent Authority.

6. This issues with the approval of the Competent Authority.



(Vampad Sharma)
Director (Admn.)

Distribution:

1. Directors/Project Directors of all ICAR Institutes/NRCs/PDs/ATARIs with the request to provide ATR in the attached format to the concerned SMDs within the given timeline.
2. All DDGs at ICAR HQ.
3. Director/DS of the concerned SMDs at ICAR HQ, with the request to monitor the exercise and provide consolidated information of all the respective Institutes alongwith ATR furnished by the Institutes in the attached format within stipulated time period.
4. PSO to DG, ICAR/Sr. PPS to Secretary, ICAR/PPS to FA, DARE/ICAR.
5. E-Office Notice Board.
6. Media Unit, ICAR- for uploading on ICAR website.

Note:- Please download the copy of this OM according to the requirement as the same is not being distributed physically.



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Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001

F.No.Admn.13-1/2024-R&P

Dated: 15th January, 2024

OFFICE MEMORANDUM

Sub.- Channels of submission and the levels of final disposal of various administrative matters at ICAR Hqrs - reg.

In light of structural changes at ICAR Hqrs consequent to Administrative Cadre Restructuring, implementation of e office, e-HRMS 2.0, SPARROW etc & with a view to enhance overall efficiency, the competent authority has reviewed the existing instructions on the subject so as to rationalise the channels of submissions & levels of final disposals of various administrative matters. Accordingly, in supersession of previous instructions on the subject, the final approving authority & indicative workflow for various items of work at ICAR Headquarters is enclosed at Annexure-I for information & compliance.

2. While designation of officials may vary depending upon posting of staff in the Divisions/Units/Sections, however, **the total levels of submissions of a proposal to the approving authority may not to exceed three** except in cases involving complex/important policy matters. Accordingly, all the Sections/Divisions (including SMDs/Independent Units) at ICAR Hqrs should ensure to comply with the maximum permissible levels of submissions for a proposal during file movement.

3. While disposing of the cases in accordance with the levels specified in the enclosed annexure, the concerned Officers/Sections would keep in view the requirements laid down in the relevant rules, regulations and other instructions issued by the Government/ICAR from time to time and also the need for consulting the IFD, Law Division, DoPT, MoF and other Ministries/ Departments wherever required.



(Vampad Sharma)
Director (Admn.)

Distribution:

1. All Officers at ICAR Hqrs.
2. PSO to DG, ICAR /Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR.

3. All Subject Matter Divisions (SMDs)/Units/Sections of ICAR Hqrs.
4. Director (Finance/Cdn (A&A)) for updating in Hand Book of Delegation of Powers.
5. Media Unit, ICAR with the request to upload this OM on the ICAR website.
6. Guard File / Spare Copies.

(Hindi Version will follow)

Note: Please download the copy of this guidelines/instructions as per requirement as it is not being distributed separately.

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APPROVING AUTHORITIES & INDICATIVE WORKFLOW FOR VARIOUS ADMINISTRATIVE MATTERS AT ICAR HEADQUARTERS

Item No.	Item	Staff covered	Approving Authority (AA)	Indicative Work flow/ Channel of submission of proposal to AA
A	B	C	D	E
1	Sanctioning of annual increments	All staff	Section Officer of concerned Establishment	DH>
2	a) Appointment of UDC/Assistant to perform duties of Cashier/Parliament Assistant/Care Taker b) Grant of special pay to UDC/Assistant appointment to perform the duties of cashier	All staff	DS(A)	DH > SO/US
3	Intimation for acquisition & disposal of property under Rule 18 of CCS(Conduct) Rules, 1964	All staff	US of concerned Establishment	DH > SO
4	To allow joining time pay and credit of unavailed portion of joining time into leave account, subject to the provisions of CCS (Joining Time) Rules	All staff	Under Secretary of concerned Estt.	DH > SO
5	Fixation of pay	All staff	Under Secretary of concerned Estt.	DH > SO
6	Cases of Stepping up of Pay	All staff	Head of Concerned Establishment	DH > SO > US
7	To allow Provisional Pay	All staff	Under Secretary of concerned Estt.	DH > SO
8	Grant of NFS to eligible staff	All eligible staff	Under Secretary of concerned Estt.	DH > SO
9	Grant of Casual Leave	All staff	Immediate Supervisory Officer	As per e-HRMS workflow
10	All kinds of leaves other than Study Leave & Ex-India. {As per the CCS (Leave) Rules}	All staff	One step above the immediate supervisory officer in the hierarchy	As per e-HRMS workflow
11	Study Leave/ Ex-India Leave	All staff	As per the relevant guidelines of GOI/ICAR	Not more than 3 channel of submission to Approving Authority

Item No.	Item	Staff covered	Approving Authority (AA)	Indicative Work flow/ Channel of submission of proposal to AA
A	B	C	D	E
12	Acceptance of surety bond to be executed by a Council's employee handling cash etc.	All concerned staff	US(A)	DH > SO
13	Issue of various certificates viz. Income certificate, NOC, experience etc.	All staff	US of concerned Estt.	DH > SO
14	(a) Medical examination of new recruits (b) Verification of Character & Antecedents of new recruits	All staff	Under Secretary of concerned Estt.	DH > SO
15	Extension of joining time for new recruits {Strictly in accordance to the relevant rules of GOI/ICAR}	All staff	Head of the concerned Estt. Division	DH > SO > US
16	Deputing on training within the country in respect of Technical & Administrative Staff of ICAR Hqrs	All staff upto Pay Level 12 Pay Level-13 & 14	Head of Concerned Estt. Division Secretary, ICAR	Not more than 3 channel of submission to Approving Authority
17	Issue/renewal/amendment/changes in CGHS cards	All staff	Concerned SO	DH >
18	(a) Payment to CGHS Directorate for CGHS facilities (b) Sanction of expenditure for renewal of CGHS cards for pensioner	All staff	DS(A)	DH > SO > US
19	(a) Payment of GSLIS contribution to LIC of India (b) Payment of GSLIS dues of Pensioners	All staff All Pensioners	US(A)	DH > SO
20	a) Acceptance of nomination forms pertaining to GPF/RG/DG/GSLIS/NPS etc. b) Updation of Family Details	All staff	US of concerned Estt. Section (Shall perform the role of Head of Office for this purpose)	DH > SO
21	(a) Payment of Leave Encashment on retirement (b) Leave Encashment for LTC	All staff	US of concerned Estt.	DH > SO
22	Forwardal of APARs for reporting/reviewing	All staff	Concerned SO (However, Auto forwardal on SPARROW in respect of Admin & Technical staff to be done with approval of Head of Admin Division)	As per SPARROW

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Item No.	Item	Staff covered	Approving Authority (AA)	Indicative Work flow/ Channel of submission of proposal to AA
A	B	C	D	E
23	Placing Non-Reporting Certificate for APAR	All staff	Head of concerned Estt. Division	One Level of Submission (as per SPARROW)
24	Nomination of CPIO & First Appellate Authorities in Context of RTI Act	--	Head of Administration Division	DH > SO > US
25	Permission for undergoing course of studies before or after office hours	All staff upto Pay Level 12 For Pay Level-13 & 14	Head of Concerned Estt. Division Secy, ICAR	Not more than 3 channel of submission to Approving Authority
26	Forwarding of applications/grant of NOC to administrative/technical employees for applying for a post on DR or deputation basis in other department	Officers in Pay Level 13 & 14 Other Group 'A' Officers Group 'B' & 'C' staff	DG, ICAR Secretary, ICAR Head of concerned Estt. Division	Not more than 3 channel of submission to Approving Authority
27	Issuance of No Demand Certificate	All staff	SO of concerned Establishment	DH >
28	Permission for taking medical treatment from CGHS recognized hospitals	All staff	Under Secretary (A)	DH > SO
29	(a) Counting of past service of personnel who put in services elsewhere before joining ICAR. (b) Discharge of pro-rata pensionary liability in respect of ICAR personnel absorbed elsewhere <i>{The amount to be obtained/discharged from/to previous department will be calculated by the Cash Section and vetted by the IFD before acceptance by approving authority}</i>	All staff	Head of concerned Estt. Division	DH > SO > US
30	Discharge of LS/PC	All staff	US (Cash)	DH > SO
31	a) Grant of HBA b) Grant of Child Education Allowance(CEA)	All staff	DS(Cash)	DH > SO > US

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Item No.	Item	Staff covered	Approving Authority (AA)	Indicative Work flow/ Channel of submission of proposal to AA
A	B	C	D	E
32	a) Grant of advance in connection with LTC b) Grant of advance of pay and TA on transfer	All staff	DS(Cash)	DH > SO > US
33	a) Grant of advance for purchase of conveyance b) Grant of Computer Advance	All staff	DS(Cash)	DH > SO > US
34	Grant of OTA (Subject to the provisions of the OTA Rules and order issued by the GOI/ICAR issued from time to time)	Eligible Drivers	Director (GAC)	DH > SO > US
35	(a) Grant of GPF advances from the provident fund (b) Final withdrawal including part final withdrawal from Provident Fund	Group-A Officers Group B & C	DS (Cash) US (Cash)	DH > SO > US DH > SO
36	a) Reimbursement of Telephone Charges b) Reimbursement of Newspaper Charges	All staff	Director (GAC)	DH > SO > US
37	Reimbursement of medical expenditure incurred for availing medical treatment under emergency circumstances from Private Hospital	All staff	DS(Cash)	DH > SO > US
38	Advance for medical treatment in private/CGHS recognized Hospital as per entitlement under CGHS/CS (MA) Rules	All staff	DS (Cash)	DH > SO > US
39	Legal charges for law suits to which Council is a party	In all cases	Legal Adviser/ Director incharge of Legal Division	DH > SO > US
40	Renewal/permission for applying passports	Upto Pay Level 7 Pay level 8 & above	US of concerned Estt DS/Dir of concerned Estt	DH > SO DH > SO > US
41	Recording/Weeding out of old files	All Sections	Officer Incharge (Group A) of Concerned section	DH > SO
42	Transfer Posting of administrative & technical staff within ICAR HQ	Officers in Pay Level 13 & 14 Other Group 'A' Officers Group 'B' & 'C' staff	DG, ICAR Secy., ICAR Head of concerned Estt. Division	Not more than 3 channel of submission to Approving Authority

21/11/19

'Summary of ATR'

Name of the Institute/SMD

<p>Whether any delegation has been done, as per the instruction of the Council issued vide OM dated 16.06.2026</p>	<ul style="list-style-type: none">• Yes/NoIf Yes, Number and date of relevant order/instructions alongwith a copy of the same• If No, explain the reason for information of the Competent Authority at ICAR HQ.
<p>Whether channel of submission and level of final disposal has been reduced to maximum 03 levels so that cases are decided by the Approving Authority at 4th Level</p>	<ul style="list-style-type: none">• Yes/NoIf Yes, Number and date of relevant order/instructions alongwith a copy of the same• If No, explain the reason for information of the Competent Authority at ICAR HQ.