



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhawan, Dr Rajendra Prasad Road,
New Delhi - 110 114

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No.F.18(1)/2010/Estt.IV



Dated 23rd November, 2012

To,

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

SUB: Regarding Five/Seven yearly Assessment of Technical Personnel of ICAR.

Sir,

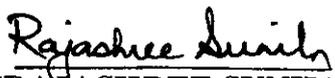
It has come to the notice of the Council that ICAR Institutes are sending the recommendations of the Assessment Committee for the Merit Promotion/ grant of Advance increment in the same grade for technical employees and in some cases the Assessment Committee have not recommended any benefit or granted only advance increment to the technical employees. It has also been observed that the Assessment Committees have considered APARs of technical employees for the periods prior to 2008-09 for merit promotion and these APARs contain below benchmark grading prescribed for the merit promotion of the technical employees. It is brought to the attention of the Institutes that the DOPT's instruction No.21011/1/2010-Estt.A dated 13.4.2010 inter-area provides that if an employee is to be considered for promotion in a future DPC/Assessment Committee and his ACRs prior to the period 2008-09, which would be reckonable for assessment of his fitness in such future Assessment Committee, contain final grading which is below benchmark for the employee's next promotion, the concerned employees will be given a copy of the relevant ACRs for his representation within 15 days of such communication, before such ACRs are placed before the Assessment Committee. These instructions were also endorsed by the Council vide letter No.21-35/2010-CDN dated 27.7.2010.

2. In spite of the aforesaid instructions, Council is receiving recommendations of the Assessment Committee from the institutes which invariably considered the ACRs of technical employees prior to the period 2008-09 with below benchmark gradings and who have not been recommended for merit promotion, without indicating whether the concerned employee was given an opportunity to represent against the below benchmark grading and whether such representation was considered by the Competent Authority for the upgradation or otherwise of the ACRs. This has resulted in unnecessary correspondence from the Hqrs. of the Council to the Institutes.

3. Therefore, it is once again requested that in future the Institutes, should ensure that in case the Assessment Committee considers the ACRs of employees for the period before 2008-09 and if it contains below benchmark grading for promotion i.e. below Very Good grading the instructions of DOPT as mentioned in Para 1 should be complied with by the Institutes. This fact may also be clearly indicated while forwarding the recommendations of the Assessment Committee to the Council for approval.

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

Yours faithfully,


(RAJASHREE SUNIL)
UNDER SECRETARY (TS)
Ph.No.23386656

Copy to:

- 1) PSO to DG, ICAR
- 2) SA to Chairman, ASRB
- 3) PPS to Secretary, ICAR/PPS to FA, DARE/ICAR
- 4) All DDGs/ PD, DKMA
- 5) Director(Fin.)/Director(Per.)/Director(Admn.)/Director(OL)
- 6) All Deputy Secretaries/Under Secretaries
- 7) Sh. Hans Raj, Information System Officer, (DKMA) KAB-I for putting on the ICAR Web-site.