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Addl. Secretary to the
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SECRETARY, ICAR

No.F. 11-20/2001-Estt.IV

Dated the 27th March, 2001

Subject: Assessment of Technical Personnel – Guidelines regarding.

Dear

It has been noticed of late that the guidelines issued for screening of candidates for promotion are not being kept in mind scrupulously by the Assessment Committee. They are, therefore, being reiterated below. As you are aware, the Technical Service Rules of the ICAR provide for career advancement of technical personnel through merit promotion from one grade to the next higher grade irrespective of the occurrence of the vacancies in the higher grade or grant of advance increment(s) in the same grade, on the basis of the assessment of their performance.

2. In accordance with the provisions of the Technical Service Rules, the Appointing Authority for technical personnel in the grades from T-7 to T-9 is the Director General, ICAR and, therefore, the Institutes have been conducting assessment committees at their respective institutes. The recommendations of these Assessment Committees are implemented with the approval of respective Directors of the Institutes upto T-6 level whereas the recommendations in respect of assessments from T-7 to T-9 are forwarded to the ICAR hqrs. for approval of the Director General, as the competent authority in their case. What I have found is that the recommendations of assessment committees being received at the ICAR hqrs. are not properly examined and are forwarded for approval of Director General, ICAR in a very casual way. This not only causes lot of work load at the ICAR hqrs. but also reflects adversely on the efficiency of the Institutes. We find that very deviant recommendations are made without any justification. The Directors at their own level order for review of assessment in certain cases whereas they are not the competent authority in their case.

3. ICAR has issued guidelines on the procedure of assessment and the Appendix III of the ICAR Handbook of Technical Services explains the criteria, procedure for assessment and assessment system for guidance of all concerned.

With the objective to streamline the procedure, I may reiterate the following guidelines for processing the assessment cases before forwarding them to the ICAR hqrs. for approval of the Director General, ICAR :

- (i) The assessment committees at the Institutes may be constituted separately for Cat.I/II and Cat.III as per criteria, procedure and assessment system explained in Appendix III of ICAR Handbook of Technical Services, March, 2000;
- (ii) Note for Assessment Committee must be prepared before hand for guidance of all members of the Assessment Committee;
- (iii) The Sr. A.O. or A.O. from the Institute, acting as facilitator to conduct the Assessment Committee must brief the Assessment Committee with the latest guidelines from the ICAR hqrs and the provisions under the Technical Service Rules. The eligibility criteria in terms of benchmark and educational qualifications must be made clear to the Committee for making their recommendations;
- (iv) Regarding adoption of some eligibility criteria for gradation of annual confidential reports, it was decided vide our letter No.7-18/85-Per.III dated 2nd August, 1989 that the technical personnel who are recommended for assessment/promotion upto grade T-5 should possess **consistently** three 'Good' reports and 'Very Good' for T-6 and above;
- (v) Further, in supersession of the earlier instructions, ICAR decided vide its Circular No.18(5)/98-Estt.IV dated 22nd April, 1998 that technical persons who possess **any three** 'Very Good' ACRs in Cat.III during the Assessment period may be considered for five yearly assessment promotion. Thus, the requirement of consistently three Very Good ACRs during the 5-yearly assessment period was relaxed. However, there is no change for assessment cases upto Grade T-5. The benchmark remains consistently 3 Good ACRs;
- (vi) While notifying the modifications recently made with the approval of Governing Body vide our Notification dated 3rd February, 2000, para 2(v) once again confirms that the benchmark for assessment promotions of "Good" for Cat.I and II and "Very Good" for Cat.III respectively would continue as such, but for the sake of uniformity, it has been decided that the assessment committees should determine the benchmark for the relevant period in accordance to the instructions of the Department of Personnel and Training for

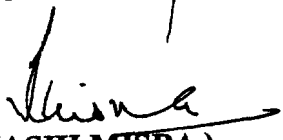
determination of benchmark as under selection method, issued from time to time;

- (vii) Furthermore, the Circular dated 10th Oct. 1991 empowers the Departmental Promotion Committees/Assessment Committee, as the case may be, to make its own assessment on the basis of the entire report, instead of relying blindly on the grading indicated by the reporting or reviewing officer. For this purpose, the Assessment Committee will have to show change in the grading with their signatures thereon so that the change in grading be authentically considered by the Appointing Authority while considering the recommendation of the Assessment Committee for approval,
- (viii) In case, it is established that there has been miscarriage of justice to any technical personnel, individual representations for review of assessment result can be considered by the Appointing Authority, taking into consideration the merits of the individual case. However, there is no provision in general for any review of assessment results, as circulated vide letter dated 21st December, 1990.
- (ix) There are grades of Technical Service from T-1 to T-9 and, in accordance with the Technical Service Rules, following are the appointing authorities :
 - (a) Director General, ICAR. Grades T-7 to T-9
 - (b) Directors of Institutes. Grades T-1 to T-6 of posts borne on the strength of the Institutes.
 - © Secretary, ICAR Grade T-4 to T-6 of posts borne on the strength of ICAR hqrs.
 - (d) Deputy Secretary, ICAR. Grades T-1 to T-3 of posts borne on the strength of the ICAR hqrs.

4 Once the Proceedings of the Assessment Committee have been signed by all members of the Committee, the Institute is required to examine each and every recommendation in terms of period of assessment, benchmark, qualifications, resume of ACRs prepared separately for each candidate, clearance from the vigilance/disciplinary angle, communication of adverse remarks and action thereon and a certificate to this effect should be given that the recommendations of the Assessment Committee have been thoroughly examined at the Institute level and are being forwarded with the approval of the Director of the Institute.

5. Failure to examine properly will render the head of the administrative division of the Institute/Center etc. liable of disciplinary action

With regards.

Yours sincerely

(SHASHI MISRA)