



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नई दिल्ली 110 001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001.

F. No. 8(1)/2021-Per.IV

Dated: 24th March, 2026

OFFICE MEMORANDUM

Subject: Designating eligible scientists as Officer in-charge/ Scientists in-charge / Scientists in-charge / Station in-charge of Functional units of ICAR institutes – clarification - reg.

Reference is invited to the Council's OM of even number dated 16.08.2022 and 03.11.2022 for making interim arrangement by assigning acting charge to the posts of Project Coordinator (PC) / Head of Division (HoD) / Head of Regional Station (HoRS) and designating Scientists as Officer In-Charge / Scientist In-charge / Station In-Charge of Sections / Functional Units in the ICAR Institutes and other field. The Council has been receiving several references / cases for seeking clarification related to assigning of acting charge / in-charge ship of various positions / responsibilities to the **next senior-most scientists**.

2. The matter has been examined in the Council and it is clarified that transfer of the charge is to be done in sequential / rotational manner (as illustrated below):

In a particular Division / Unit of an institute, there are three eligible Principal Scientists namely Dr. A, Dr. B & Dr. C and are in the same order of seniority. Being senior-most Scientist, initially Dr. A shall be designated as the Unit in-charge for the specified term as stipulated in the extant guidelines. After completion of term of Dr. A, the next senior-most eligible scientist i.e. Dr. B shall be given the charge & designated as the unit in-charge. Thereafter, after completion of term of Dr. B, the charge will be given in sequential manner i.e. to the next senior-most eligible scientist Dr. C and the cycle may continue in a rotational manner.

3. Further, it is also pertinent to highlight that the Institutes shall ensure sending requisitions to the ICAR HQs i/r/o any regular positions as that of the HoDs, the PCs or the HORS, in a timely manner and preferably before 06 months in advance so that the instances of assigning acting charges for regular positions may occur rarely. Other instructions shall continue to be followed as per already notified guidelines on the matter as referred above. This is issued with the approval of the Secretary, DARE & DG, ICAR.

(Sushil Kumar Singh)
Director (Personnel)

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