



भारतीय कृषि अनुसंधान परिषद्
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001
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F. No. 8(1)/2021-Per.IV

Dated: 03.11.2022

Office Memorandum

Subject: Guidelines for making interim arrangement by assigning acting charge to the posts of Project Co-ordinator (PC)/Head of Division (HoD)/Head of Regional Station (HoRS) and designating Scientists as Officer In-Charge/ Scientist In-Charge/Station In-Charge of Division/Functional Units.

Reference OM of even number dated 16.08.2022 regarding guidelines for assigning acting charge of the aforesaid positions (copy enclosed).

2. The principle for determining seniority for the purpose of assigning acting charge to the aforesaid positions was stipulated at point no. 3(v) of the General Instructions (page no. 4) of the said guidelines. However, to ensure that the institutes don't face any practical problems over seniority issue, the said criteria stand modified as under:

- (i) The date of appointment to the post of Principal Scientist (PS) or in an equivalent grade (Pay Level-14/pre-revised 10000 GP) in ICAR shall be the criterion for determining the seniority in that grade.
- (ii) If there are more than one PS with same date of appointment in that grade, then the seniority shall be decided in the following manner :-
 - a) Date of appointment in the grade of Senior Scientist (SS) in Pay Level 13A (pre-revised RGP of Rs.9000/-) shall be taken into account.
 - b) If the date of appointment in the grade of SS (Pay Level-13A/pre-revised RGP of Rs.9000) in their case happens to be the same, then the date of appointment of Scientist in Pay Level 12 (pre-revised RGP of Rs. 8000/-) shall be considered.
 - c) If the date of appointment of Scientist in Pay Level-12 (pre-revised RGP of Rs.8000) is the same, then the date of appointment in Pay Level 11 (pre-revised RGP of Rs. 7000/-) shall be considered.
 - d) If the date of appointment of Scientist in Pay Level-11 (pre-revised RGP of Rs.7000) is still found to be the same, then the date of appointment at the entry level i.e. Pay Level 10 (pre-revised RGP of Rs. 6000/-) shall be considered.

- e) In case, the date of appointment of the scientists at the entry level is the same, then the scientist older in age shall be considered as senior.
- (iii) In case of appointment through lateral entry in ICAR system, either from outside the ICAR system or from within the ICAR system, the above criteria shall be followed on case to case basis. Where it is not possible to decide seniority based on date of appointment in the lower grade (s), the criteria of determining seniority shall be the date of birth, i.e. the scientist older in age shall be considered senior.
3. The Institutes are required to follow the guidelines dated 16.8.2022 scrupulously, keeping in view the following stipulations:
- The guidelines are effective from 01.01.2023 and not from an earlier date.
 - The illustrations given at the end of the guidelines dated 16.08.2022 need to be referred while assigning the acting charge.
 - Heads of Administration posted at the institutes are required to ensure that the acting charge of these positions is assigned strictly as per the said guidelines. In case of any deviation from the aforesaid guidelines, the corrective measures may be taken at the institute level immediately under intimation to the Council.

Hindi version shall follow.

(M. K Jain)
Joint Secretary (Pers.)

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The guidelines for assigning acting charge of the posts of HoD/HoRS were issued by the Council vide letter No. 2(53)/89-R.C. Cell dated 02.06.1992 (Para 5) and the guidelines for designating scientists as Officer In-charge/ Scientist In-Charge/Station In-Charge of the Division/Regional Research Station (where there is no sanctioned post of HoD/HoRS) as internal arrangement for operational convenience of the Institute were issued by the Council vide letter No. 38(6)/2010-Per.IV dated 08.12.2010.


2. The aforesaid guidelines have been reviewed and the revised guidelines for assigning acting charge to the posts of PC and HoD/HoRS are enclosed at **Annexure-I** and **Annexure-II** respectively. The revised guidelines for designating Scientist as Officer In-Charge/ Scientist In-Charge of Functional Units/Divisions of the Institutes, for which there is no sanctioned post of HoD/HoRS, are enclosed at **Annexure-III**.

3. These guidelines shall come into effect from 01.01.2023. The following cases shall, however, be regulated as detailed below:-

3.1 Scientist completing 05 (five) years' regular tenure of Non-RMP Tenurial Post (PC/HoD/HoRS) on or after issuance of these guidelines but before 01.01.2023

The scientist shall be assigned acting charge of the Non-RMP Tenurial Post (PC/HoD/HoRS) for a maximum 01 (one) year, to be reckoned from the date following the date of completion of such tenure, provided he/she is willing. (**Illustration 1 (A) of Annexure-IV refers**).

However, in case the scientist is not willing to be assigned acting charge of the post for 01 (one) year after completion of his/her regular tenure, acting charge of the post shall be assigned to the next eligible Scientist (**Illustration 1 (B) of Annexure-IV refers**).


16/08/2022

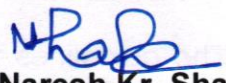
3.2 The scientist completing 02 (two) years' acting charge of the Non-RMP Tenurial Post (PC/HoD/HoRS) on or after issuance of these guidelines but before 01.01.2023, shall continue to hold such acting charge upto 31.12.2022 (**Illustration 2 of Annexure-IV refers**).

3.3 The scientist completing 02 (two) years' acting charge of the Non-RMP Tenurial Post (PC/HoD/HoRS) after 01.01.2023, shall hold acting charge thereof upto the date of completion of 02 (two) years' acting charge of the said post only (**Illustration 3 of Annexure-IV refers**).

3.4 The illustrations on above cases are enclosed at **Annexure- IV** for reference/guidance.

4. Assigning of the acting charge to the eligible scientist in all cases, including the above referred cases, shall be subject to fulfilment of conditions specified under General Instructions.

5. This issues with the approval of the Competent Authority, for strict compliance.


(Naresh Kr. Sharma)
Dy. Secretary (Pers.) 16/08/2022

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Guidelines for Assigning Acting Charge to Non-RMP Tenorial Posts

1. Short Title and Commencement: These guidelines may be called "*Guidelines for making interim arrangement by assigning acting charge to Non-RMP Tenorial posts in ICAR-2022*" and shall be applicable from 01.01.2023

2. Definitions/ Abbreviations/Acronyms: The terms in these guidelines shall have the following meaning unless the context otherwise requires:

AICRP: All India Co-ordinated Research Project

APAR: Annual Performance Appraisal Report

ASRB: Agricultural Scientists Recruitment Board

Council: Indian Council of Agricultural Research

Cadre: DR- Scientist Cadre, DR-Senior Scientist Cadre and DR-Principal Scientist Cadre

DARE: Department of Agricultural Research and Education

DDG: Deputy Director General

DG: Director General

Discipline: ARS Discipline in which the scientist was recruited

DU: Deemed To be University

Functional Unit / Division: Regional Centres and Sub-Centres or designated by any other name for which selection is not made by ASRB.

HoD: Head of Division

HoRS: Head of Regional Station

ICAR: Indian Council of Agricultural Research

JD: Joint Director

NIs: National Institutes (IARI, New Delhi, NDRI, Karnal, IVRI, Bareilly, CIFE, Mumbai, IIAB, Ranchi, NIBSM, Raipur, NIASM, Baramati, NAARM, Hyderabad)

NOC: No Objection Certificate

PC: Project Co-ordinator

PS: Principal Scientist

SMD: Subject Matter Division of ICAR

SS: Senior Scientist



3. General Instructions

- i. Director of the Institute shall not be assigned the additional charge of PC/HoD/HoRS in any case.
- ii. Proposals for assigning acting charge of the Non-RMP Tenurial Post (PC/HoD/HoRS) and Officer-in-Charge/Scientist-in-Charge/Station In-Charge to the next senior-most scientist shall be initiated at least 03 (three) months prior to the date of completion of the acting charge of the current incumbent.
- iii. The acting charge of the position of PC/HoD/HoRS shall be given to the senior-most eligible scientist subject to the following conditions :-
 - Good performance (to be adjudged from APARs [during the last 05 (five) years])
 - Vigilance Clearance
 - Recommendations of the Director of the Institute (concerned JD in the case of NIs)
 - Approval of the concerned DDG (Director in the case of NIs/DUs).

The incumbent from the organization other than ICAR shall be considered for acting charge of the aforesaid tenurial positions for a maximum period of 01 (one) year or recruitment of Regular Incumbent, whichever is earlier, after completion of his/her 05 (five) years' tenure subject to receipt of NoC from his/her parent organization in addition to the conditions specified above.

- iv. The Institute shall intimate the Personnel Division, ICAR Hqrs. about assigning of acting charge of the posts of PC/ HoD/HoRS and Officer In-Charge/Station In-charge.
- v. The date of appointment to the post of PS or in an equivalent grade in ICAR shall be the criterion for determining the seniority in that grade. If there are more than one PSs with the same date of appointment, the person older in age shall be considered to be the senior-most PS for this purpose. This principle shall also be applicable in the case of SS.
- vi. After completion of his/her tenure, the PC/HoD/HoRS (selected by ASRB), can be posted in any ICAR institute as per the requirement of the Council, subject to the availability of the vacancy in the respective cadre/discipline.
- vii. **Writings of APARs:** As assigning the responsibility of Acting PC/ HoD/HoRS is to be decided on seniority basis, and that the PSs in the Implementing Unit//Division/Centre/ are of the same rank, the Acting PC/HoD/HoRS shall not Report the APAR(s) of the PS of the Implementing Unit/ Division/Centre. In these cases, Reporting Officer and Reviewing Authority in respect of all PSs shall be as follows:



National Institutes:

Reporting Officer: Joint Director

Reviewing Authority: Director

Other Institutes

Reporting Officer: Director

Reviewing Authority: Concerned DDG

PC / HoD/HoRS (selected through ASRB), however, shall be the reporting officer of other scientists and staff under his/her control.


4. The guidelines for assigning acting charge of the post of PC are enclosed at **Annexure-I**.

The guidelines for assigning acting charge of the post of HoD/HoRS are enclosed at **Annexure-II**.

The units, which are created as functional units/divisions, the guidelines for their officiating arrangements (designating eligible scientist as Officer In-Charge/Scientist-In-Charge/Station In-Charge in the functional units of the Institutes for which there is no sanctioned post of HoD/HoRS) are enclosed at **Annexure-III**. The In-charges of such units are not selected by ASRB, but arrangements are made by the Director at the Institute level.

5. **Saving Clause:-** Secretary, DARE and DG, ICAR shall have the right to retain or replace any Acting PC/HoD/HoRS in public interest.

6. **Repeal :** All earlier guidelines/instructions on assigning acting charge of Non-RMP Tenorial Posts (PC/HoD/HoRS) and designating Scientists as Officer In-Charge/ Scientist In-Charge at the Functional Units shall stand repealed from the date the effect of these guidelines, i.e. from 01.01.2023.



Acting Charge of the post of Project Co-ordinator (PC)

[Subject to fulfilment of conditions specified at General Instructions 3(iii)]

1. Acting Charge to the current Incumbent

After completion of 05 (five) years' tenure as regular PC, the incumbent (selected by ASRB), shall be assigned acting charge of the position of PC for a maximum period of 01 (one) year or till the joining of new PC, whichever is earlier.

2. Acting Charge to the senior-most eligible scientist

- i. In case, after completion of 05 (five) years' tenure, the old incumbent is not available or is not interested in continuing further or is considered unfit for further retention, for reasons to be recorded in writing, or the necessary recruitment process to the position of PC is not completed within the additional period of 01 (one) year for which the incumbent was given acting charge of PC, then the senior-most PS of the Implementing Unit of AICRP/Network Lead Centre shall be given the responsibility as Acting PC for a maximum period of 02 (two) years or till joining of new PC, whichever is earlier.
- ii. In case the senior-most PS is not willing or not found fit, for reasons to be recorded in writing, the next senior-most PS of the Implementing Unit of AICRP/Network Lead Centre would be assigned acting charge of the position of PC, for a maximum period of 02 (two) years or till joining of new PC, whichever is earlier.
- iii. In case recruitment of a regular incumbent to the post of PC is still not completed (under direct recruitment through ASRB), the next senior-most scientist, identified on the criteria/procedure laid down under these guidelines, shall be assigned the acting charge of the post for a maximum period of 02 (two) years or till joining of new PC, whichever is earlier.
- iv. In case of non-availability of PS in the Implementing Unit of the Project, a senior-level PS of the relevant discipline posted in the Institute, shall be assigned acting charge of PC for a maximum period of 02 (two) years or till joining of PC, whichever is earlier.

Competent Authority:

- i. DDG concerned on the recommendation of Director of the Institute.
- ii. Director of NIs/DUs on the recommendation of the Joint Director concerned.



Acting Charge of the post of Head of Division (HoD)/ Head of Regional Station (HoRS)

[Subject to fulfilment of conditions specified at General Instructions 3(iii)]

1. Acting Charge to the current Incumbent

After completion of 05 (five) years' tenure as regular HoD/HoRS, the incumbent (selected by ASRB), shall be assigned acting charge of the position of HoD/HoRS for a maximum period of 01 (one) year or till the joining of new HoD/HoRS, whichever is earlier.

2. Acting Charge to the senior-most eligible scientist

- i. In case, after completion of 05 (five) years' tenure, the old incumbent is not available or is not interested in continuing further or is considered unfit for further retention, for reasons to be recorded in writing, or the necessary recruitment process to the position of HoD/HoRS is not completed within the additional period of 01 (one) year for which the incumbent was given acting charge of HoD/HoRS, then the senior-most PS of the Division/Regional Station shall be given the responsibility as Acting HoD/HoRS for a maximum period of 02 (two) years or till joining of new HoD/HoRS, whichever is earlier.
- ii. In case the senior-most PS is not willing or not found fit, for reasons to be recorded in writing, the next senior-most PS of the Division/Regional Station would be assigned acting charge of the position of HoD/HoRS, for a maximum period of 02 (two) years or till joining of new HoD/HoRS, whichever is earlier.
- iii. In case recruitment of a regular incumbent to the post of HoD/HoRS is still not completed (under direct recruitment through ASRB), the next senior-most scientist, identified on the criteria/procedure laid down under these guidelines, shall be assigned the acting charge of the post for a maximum period of 02 (two) years or till joining of new HoD/HoRS, whichever is earlier.
- iv. In case of non-availability of PS in the Division/Station, the senior-most SS of the Division/Station shall be assigned the acting charge of the position of HoD/HoRS for a period of 02 (two) years or till the joining of new HoD/HoRS or till assessment promotion of any SS as PS in the Division/Station or till joining of new PS in the Division/Station (through direct recruitment or transfer), whichever is earliest.

Competent Authority:

- i. DDG concerned on the recommendation of Director of the Institute.
- ii. Director of NIs/DUs on the recommendation of the Joint Director concerned.



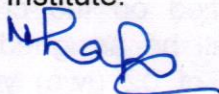
Annexure -III

Designating Eligible Scientist as Officer In-Charge/Scientist In-Charge/Station In-Charge of Functional Units of ICAR Institutes [Subject to fulfilment of conditions specified at General Instructions 3(iii)]

- i. In the Institute(s) having only functional Division(s) or Regional Research Centre(s), where the Head(s) are not selected by the ASRB or where Section(s)/ Unit(s) are formed by the Institute for operational needs, the senior-most PS shall be assigned the responsibility as Officers In-Charge/Scientist In-Charge/Station In-Charge of such units, for a maximum period of 03 (three) years by the Competent Authority.
- ii. After completion of 03 (three) years' period, the responsibility of Officer in-Charge/Scientist In-Charge/Station In-Charge shall be entrusted to the next senior-most PS posted in the unit, for a maximum period of 03 (three) years by the Competent Authority.
- iii. In case of non-availability of PS to serve as Officer in-Charge/Scientist In-Charge/Station In-Charge, the responsibility shall be entrusted to the senior-most SS till an SS is promoted as PS or joining of PS (by recruitment through ASRB / transfer) in the Unit, whichever is earlier.
- iv. In case no PS or SS is available in the Unit, then a suitable PS or SS shall be redeployed from Institute Hqrs. or other Unit and shall be designated as Officer In-charge/Scientist In-charge/Station In-Charge.

Competent Authority:

- i. Director of NIs/DUs on the recommendation of the Joint Director concerned.
- ii. Director of the Institute.



ANNEXURE- IV

Illustration 1:

Scientist completing 05 (five) years' regular tenure of Non-RMP Tenurial Post (PC/HoD/HoRS) on or after issuance of these guidelines but before 01.01.2023.

Clarification: The scientist shall be assigned acting charge of the Non-RMP Tenurial Post (PC/HoD/HoRS) for a maximum 01 (one) year, to be reckoned from the date following the date of completion of such tenure, provided he/she is willing and fulfils the conditions specified under General Instructions [Sl. No. 3(iii)].

(A)

Name of the Scientist	Date of completion of regular tenure of the post of PC/HoD/HoRS	Date of assigning the Acting Charge of the post for a maximum period of one year	Date of completion of Acting Charge of the post
Dr. ABC	05.10.2022	06.10.2022	05.10.2023

If Dr ABC is not willing for acting charge, then the senior-most Scientist (say Dr XYZ) shall be assigned the acting charge for maximum 02 (two) years as per the conditions laid down in these guidelines.

(B)

Name of the Scientist	Date of completion of regular tenure of the post of PC/HoD/HoRS	Date of assigning the Acting Charge of the post to the senior-most Scientist (Dr. XYZ) for a period of two years	Date upto which the next senior-most Scientist can hold the Acting Charge of the post
Dr. ABC	05.10.2022	06.10.2022	05.10.2024

Illustration 2:

The scientist completing 02 (two) years' acting charge of the Non-RMP Tenorial Post (PC/HoD/HoRS) on or after issuance of these guidelines but before 01.01.2023, shall continue to hold such acting charge of the post upto 31.12.2022.

Name of the Scientist	Date of completion of acting charge of the post of PC/HoD/HoRS (02 years' period)	Date upto which he/she shall continue to hold acting charge of the post	Date of assigning the Acting Charge of the post to the next senior-most Scientist for a period of two years	Date upto which the next senior-most Scientist can hold the Acting Charge of the post
Dr. DEF	20.08.2022	31.12.2022	01.01.2023	31.12.2024

Illustration 3:

The scientist completing 02 (two) two years' acting charge of the Non-RMP Tenorial Post (PC/HoD/HoRS) after 01.01.2023, shall hold acting charge thereof upto the date of completion of 02 (two) years' acting charge of the said post only.

Name of the Scientist	Date of completion of acting charge of the post of PC/HoD/HoRS (02 years' period)	Date upto which he/she shall continue to hold acting charge of the post	Date of assigning the Acting Charge of the post to the next senior-most Scientist for a period of two years	Date upto which the next senior-most Scientist can hold the Acting Charge of the post
Dr. GHI	10.03.2023	10.03.2023	11.03.2023	10.03.2025

Note : The assigning of acting charge shall be only upto joining of regular PC/HoD/HoRS.

