



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110 001

F.No. 2I(I)/2017-Per.IV

Dated 21st July, 2017

Office Memorandum

It has been decided by DG, ICAR & Secretary, DARE to complete second phase of scientific cadre review exercise through three-way consultation among Institutes, SMDs and the Cadre Review Committee (CRC). Accordingly, following guidelines, procedure and time schedule have been decided to be followed for second stage: -

Guidelines to be followed for submission of Cadre Strength Review by the Institute & the SMDs:

- I. The Institutes will identify the requirement of scientific manpower in prescribed formats (Annexure I-3) keeping in view:
 - (i) Mandate of the Institute
 - (ii) In-position strength of scientists, including temporary arrangement made with respect to distortions against a vacancy in the existing sanctioned strength in respective category.
2. Revised cadre strength so proposed by the Institutes/SMDs must specifically clarify the following points, wherever applicable, while proposing revised cadre strength:
 - (i) Whether to continue with the existing cadre strength and existing ARS disciplines sanctioned at the Institutes (including the temporarily accommodations w.r.t. distorted postings, if any, at the concerned institute) or the sanctioned strength or disciplines are to be revised, specifically commenting on the disciplines of the temporarily adjusted scientists in the revised cadre strength.
 - (ii) In case not to continue with the temporarily accommodated distorted scientists, then recommendations to be made specifically for transfer of the concerned scientists.
 - (iii) Proposal should take in to consideration number of positions, if any, (a) got received from other institutes or (b) got adjusted for other institutes during the course of temporary arrangement made for accommodation of distorted postings.
3. While revising the cadre strength care must be taken to restrict the total number of positions in each category (HoD/PC/Principal Scientists, Senior Scientist & Scientist) as per existing cadre strength. However, in case of increase/decrease in total number in any category for an institute it must be restricted to SMD wise total sanctioned strength in concerned category i.e., Principal Scientist/Senior Scientist/Scientist.

Procedure to be followed for conducting the process of Cadre Strength Review:

4. The proposal of revised cadre strength of scientists, in the manner indicated above, will be forwarded by each Institute to the concerned SMD. The concerned SMD will compile the inputs of all the Institutes of the SMD and forward a consolidated proposal containing proposed cadre strength for each of the Institute [cadre-wise(S/SS/PS/HD/PC), discipline-wise and Regional Stations/Centre/Unit-wise etc.] to Director (P) hard copies as well as soft copies.
5. Thereafter cadre review exercise will be moved forward through three-way interaction in following manner: -

- (i) In 1st stage interaction the Directors and CAO/SAO/AO of the Institutes along with Director/ Deputy Secretary/Under Secretary of the concerned SMD will have an interaction with Director (P) for preliminary screening of the proposal of Institutes w.r.t. the number of existing and proposed HODs/PCs/PS/SS/Scientist for each Institute.
- (ii) In 2nd stage interaction the SMD will again interact with the Institutes regarding whose cadre review proposal the Personnel Division have made some observations and review and revise the proposal, if required, as per the observations made during the 1st stage meeting.

Tentative time for completing 2 nd stage meeting i.e. internal meeting by each SMD with its Institutes
• Maximum 2 days for CS/AS/Hort./NRM
• Within 1 day for Agri. Extn./Agri. Engg./ Education/Fisheries Science.


- (iii) In 3rd stage meetings, the CRC under chairmanship of the DG, ICAR would have interaction with each SMD to finalize instate wise revised cadre strength one-by-one in the presence of Directors of the concerned institutes.

6. Indicative time schedule proposed for second phase of cadre review exercise:

S. No.	Activity	Details	Tentative Time Schedule*
1.	Formulation of Institute-wise proposals	Submission of detailed proposals by Institutes to SMDs	By 16.8. 2017
2.	SMD-wise compilation	Each SMD will examine and compile proposals of all the Institutes of their Divisions	By 30.8. 2017
3.	1 st Stage Interaction	Meeting of SMD/Institutes with Personnel Division for preliminary screening of the proposals	—
4.	2 nd Stage Interaction	Internal meeting of Divisions with the Institutes to revise the proposals on the basis of observation made during the meeting with Personnel Division	—
5.	3 rd Stage Interaction	Interaction of CRC with each SMD one- by-one for finalization of revised cadre strength	—

Specific dates/schedules for activity in S. No. 3,4 & 5 will be issued separately by the Personnel Division

This is issued for information and necessary action by all concerned.



(Sujit Kumar Mitra)
Director (Per.)

Distribution:

1. All DDGs
2. Directors of all ICAR Institutes/Directorates/NRCs/Bureaux/ATARIs.
3. PSO to DG, ICAR & Secretary, DARE
4. PPS to Secy., ICAR & Add. Secy., DARE
5. Director(Per.)/Director(Fin.)/Secretary, ASRB/DS (Admn.)/DS (Per.)
6. Media Unit for publishing on ICAR website
7. Guard File/Spare copies

FORMAT-I**Proposal for Revised Cadre Strength of Scientists, Senior Scientists & Principal Scientists**

Name of the SMD _____

Name of the Institute _____

Sl. No.	Name of Discipline in which addition post has been proposed*	Existing Cadre Strength				Proposed Cadre Strength			
		S	S S	P S	Total	S	SS	PS	Total
	Sub Total								
Regional Station/Centre _____									
		Existing Cadre Strength				Proposed Cadre Strength			
	Sub Total								
Regional Station/Centre _____									
		Existing Cadre Strength				Proposed Cadre Strength			
	Sub Total								
	Grand Total								

*** If any new ARS discipline(which is either having no sanction strength at Institute at present or is completely new ARS discipline not presently an approved ARS discipline) /addition of strength is proposed then Format-II is also to be submitted**

Annexure-II

FORMAT-II

Proposal for Creating New ARS Discipline or Addition in strength relating to existing disciplines at the Institute

Name of ARS discipline	Detailed justification for the new discipline/Addition in Strength *	Proposed no. of positions of Scientist, Senior Scientist & Principal Scientist in new ARS discipline/additional strength proposed	No. of vacant positions proposed to be surrender for the purpose (with name & discipline)

**** If justification is long the same may be given on separate sheet attached as Annexure to the format***

FORMAT-III

Proposal for Revised Cadre Strength of Heads of Division/Regional Station & Project Coordinators

Name of the SMD _____

Name of the Institute _____

Sl. No.	Name of Division/ Project*	Existing Cadre Strength**		Proposed Cadre Strength	
		Head	PC	Head	PC
	Sub Total				
Regional Station/Centre _____					
	Sub Total				
Regional Station/Centre _____					
	Sub Total				
	Grand Total				

** If any new position of Head or PC is being proposed then justification for the same should be given on separate sheet attached as Annexure to the format.*

***Copy of the order of existing posts of Head/PC must be enclosed.*