



भारतीय कृषि अनुसंधान परिषद्
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नई दिल्ली-110001
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Dated: 16.08.2023

Office Memorandum

Subject: Strict adherence to Govt. of India rules/guidelines while applying for deputation.


Government of India has issued guidelines/instructions in regard to deputation/foreign service from time to time. In spite of clear-cut guidelines/instructions on the subject, it has been observed that a few employees of the Council apply for (or even proceed on) deputation without prior approval of the Competent Authority of the Council. It has also been observed that the mandatory 'cooling off period' between two deputations is also not being followed scrupulously. The Competent Authority, while taking a serious view in regard to such lapses, has desired strict adherence to Government of India Guidelines/instructions on the subject, issued from time to time. Accordingly, for ensuring strict adherence to the Govt. guidelines on the subject, which the Council follows mutatis-mutandis, following instructions are issued with the approval of the Competent Authority:

- i. ICAR employee shall not apply for (or proceed on) deputation/foreign service, without prior approval of the Competent Authority of the Council. In other words, employee shall not be allowed to proceed on deputation/foreign service without the approval of the Competent Authority of the Council.
- ii. If the employee, who is already on deputation/foreign service, desires to go on another deputation/foreign service, he/she shall submit his/her application together with copy of the advertisement for consideration and approval of the Competent Authority of the Council. The concerned employee shall also submit copy of the proposal to the Head of Office of the borrowing authority, where he/she is currently on deputation/foreign service.
- iii. The 'cooling off' period of three years between two deputations/foreign services up to Joint Secretary/equivalent level (Pay Level 14) posts and one year for Additional Secretary/equivalent level posts is mandatory and no violation to this effect shall be allowed.
- iv. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

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2. The employee, who violates the GoI instructions/guidelines on the subject, his/her request for condoning the lapse/mistake with the approval of the Competent Authority of Council, shall not be entertained in any circumstances (even if he/she cites 'ignorance of rules/guidelines' to be reason for such lapse), and rather disciplinary action, as deemed fit, shall be taken against such a defaulting employee.

3. This may be brought to the notice of all concerned.


(Naresh Kr. Sharma)
Dy. Secretary (Pers.)

To

**Director/Project Director of all ICAR Institutes/ Project Directorates/ NRCs/
Bureaux**

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