



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
कृषि भवन, डॉ राजेंद्र प्रसाद रोड, नई दिल्ली – 110001  
**KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD, NEW**  
**DELHI-110001**

F.No.TS-19(11)/2010-Estt. IV (pt.)

Dated: 15 April, 2019

To

The Directors/Project Directors/Zonal Coordinators of ICAR  
Research Institutes/Project Directorates/National Research  
Centres/Bureaux/Zonal Coordinating Units

**Subject: Delegation of powers to the Directors of the Institutes in service matters of technical employees belonging to the grade of STO/SMS and above – reg.**

**Sir/Madam,**

The issue of delegation of powers to the Directors of the Institutes to ensure smooth functioning in day to day service matters of the technical employees belonging to the grade of STO/SMS and above was under consideration of the Council for sometime. The need for such delegation has arisen consequent upon issue of Council's Circular/letters of even number dated 06.09.2018 and 07.09.2018 whereby the cadre of Senior Technical Officers (STOs)(T-6) and Subject Matter Specialists (SMSs) have been made as two distinct PAN-ICAR cadres with the approval of the Hon'ble Governing Body, ICAR. It has now been decided with the approval of the Competent Authority to delegate the following powers to the Directors of the Institutes :

S.No	Power	Recommended Delegation
1	Appointment/ Pre-appointment formalities	Full powers to the Directors of the institutes for carrying out the formalities. Offer Memorandum and appointment letter to be issued with the approval of the Appointing Authority.
2	Completion of probation and confirmation	Full powers to the Directors of the institutes for conveying the meeting for probation clearance and confirmation. The proceedings are to be sent to the Council for approval of the Appointing Authority.

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3	Constitution of Assessment Committees for promotion under TSR	Full powers to the Directors of the institutes. Rule 6.10 and 6.11 of TSR to be followed.
4	Convening of meetings of the Assessment Committees for promotion	Full powers to the Directors of the institutes. Recommendations to be forwarded to the Council for the approval of the Appointing Authority.
5	Training	Full powers to the Directors of the institutes.
6	Sanctioning of LTC advances/grant of leave encashment	Full powers to the appropriate officer/Head of Office at the institutes, as nominated by the Directors of the institutes.
7	Intra-institutional transfer	Full powers to the Directors of the institutes, within the Council's intra-institutional transfer guidelines issued vide letter no. 19(11)/2016-Estt.IV dated 6.9.2016.
8	Inter-institutional transfer	Full powers to the Directors of the institutes, within the Council's inter-institutional transfer guidelines issued vide letter no. 19(01)/2002-Estt.IV dated 26.8.2016, 29.8.2017 and 12.9.2018.
9	Sanctioning of all types of leaves including leaves for going abroad (personal ground) and study leave	Full powers to the Directors of the institutes. Vigilance clearance for ex-India leave to be obtained from the Council.
10	Forwardal of applications for deputation/Direct Recruitment on selection basis, within/outside the country and any further extension	Full powers to the Directors of the institutes. Relieving upon selection through the Technical Services Division with the approval of the Appointing Authority. For any period of stay outside the country or employment in any foreign institution, necessary clearances are to be obtained from DARE/SMD/Vigilance Division of the Council.
11	Issuing of 'NOC' for applying for Fresh Passport/renewal of passport	Full powers to the Directors of the institutes. Vigilance clearance to be obtained from ICAR Hqrs. Specific approval from Director of the institute is required while undertaking any journey abroad on personal ground.

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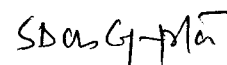
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12	Pay fixation on account of promotion/granting annual increment	Full powers to the Directors of the institutes.
13	Consideration of cases under Rule FR 56(j) and Rule 48 of CCS(Pension Rules), 1972	Full powers to the Directors of the institutes for convening the meeting of the prescribed committee. The recommendations of the committee are to be sent to the Council for the approval of the Appointing Authority

The above delegation will be subject to fulfillment of all laid down rules, guidelines and instructions, issued by the ICAR from time to time, on the respective power.

This issues with the approval of the Competent Authority.

Yours faithfully,



(Suparna Dasgupta)  
Under Secretary(TS)

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Sh. Deepak Kaul, Secretary(SS), CJSC for information.