



**Indian Council of Agricultural Research
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi**

F.No. 13(1)/2010-Estt.I

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Admn. Circular No, 6 /2011

Checks on attendance registers conducted from time to time have revealed that the system of sanctioning casual leave, maintaining its account as well as the system of sanctioning of earned leave and maintaining its account needs to be properly streamlined to comply with the requirements of rules/procedures. Accordingly, the following detailed instructions are being issued:

A. Casual Leave to Scientists working in ICAR Hqrs.

A.1.1. Scientists working in ICAR Hqrs.

Casual leave would be sanctioned by the DDG/ND, NAIP/Secretary, ICAR depending on who the scientists are reporting to. The application may be sent to Director (P) who will maintain the casual leave register on computer which should be accessible to all concerned, including the scientists, only for reading purpose. Once the casual leave of a scientist is exhausted, intimation of the same would be given by Director (P) to both the concerned scientist as well as the controlling officer.

A.1.2. Scientists working in the Institutes

Leave would be sanctioned by the Head of the Department where powers have been delegated to such Heads of Departments by the Director of the Institute. In other cases, Director himself/herself would sanction leave. Leave account would, however, be maintained by the personnel/administrative division (i.e., at one place only). It shall be maintained on the computer which is accessible by all on a read-only basis. Intimation of exhaustion of casual leave would be given to the scientists as well as the sanctioning authority.

A.1.3 Directors of the Institutes

Casual leave would be sanctioned by the concerned DDG on email/fax. The casual leave account would be maintained by the personal section/IA section of the concerned DDG in the manner as given above.

A.2 Half Pay Leave/Earned Leave for Scientists at ICAR Hqrs. and in the Institutes

Application made by the concerned scientists, may be recommended by the immediate controlling authority. It will then go to the concerned Establishment Section or the Personal Section of Controlling Officer. On the file, a note has to be

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prepared showing how much leave is in balance in the name of the official applying for leave, how much leave is sought and whether the leave of the kind asked for is admissible and sanctionable or not. On the basis of this note sheet, the sanctioning authority will approve or not approve the leave; and if leave is approved, then the Section dealing with the file will issue the sanction order, and simultaneously make an entry in the service book, giving the sanction number and date, and deducting the leave sanctioned by the order from the total leave due. The Leave sanction order will be dispatched only after entry has been made in the service book. For any case of non-entry in the service book, the Section Officer/Incharge, Establishment Section concerned is liable for disciplinary action.

An officer can proceed on leave only after he/she receives the sanction order.

In case there is change in the leave plans of the official concerned, and the leave is either not taken or shortened, or, for that matter, extended, then the matter has to be processed on the same file/notesheet, cancelling the sanction of leave, or order has to be issued shortening or lengthening the period of leave. Once again an entry has to be made in the service book, along with the sanction number and date before the revised order is despatched. And, once again, non-issue of order or modification in this manner, where it is required, or non-entry in service book of the modification, will attract disciplinary action against the concerned Section Officer/ Section Incharge.

B. Administrative, Technical and Allied Personnel in ICAR Headquarters

B.1.1 Casual leave of all the staff working under a section shall be recommended by the Section Officer/Section Incharge concerned and will be sanctioned by the respective Branch Officers viz., ADG/ Dy. Secretary/Under Secretary/ Sr. FAO/FAO etc. to whom the section officer/ Section Incharge is reporting to.

B.1.2 Casual leave of all the officers from Section Officers up to Dy. Secretary/ DD (F) etc. in a Division would be sanctioned by the Divisional Head viz., DDGs/ Director (F)/ Director (A)/ Director (P) etc.

B.1.3 Casual leave of Directors viz. Director (P)/ Director (F)/ Director (A)/ Director (OL) etc., will be sanctioned by the Secretary, ICAR/ FA, DARE, whom the officer is reporting to.

B.1.4. Casual leave records of all the staff and officers in a Division will be maintained in the office of respective DDGs/ Directors in the manner prescribed in para A.1.2.

B.2 Administrative/Technical/Allied Personnel in the Institutes

B.2.1 Casual leave of Institute based staff

Casual leave of Institute based staff would be recommended by the officer/Section Incharge concerned and will be sanctioned by the superior officer viz., Branch Officers/ Divisional Head/ Director (in case of small Institute /NRCs/Project Directorate).

B.2.2 Casual leave of Institute based officers

Casual leave of Institute based officers like AAO/AFAO/AO etc. who is directly reporting to the Director will be sanctioned by the Director of the Institutes. In the case of officers who are reporting to the Head of Division/ CAO/ CFAO/ Registrar/ Comptroller etc., casual leave will be recommended by these officers and will be sanctioned by the Directors of the Institute.

B.2.3 General

Maintenance of casual leave record properly and transparently is of paramount importance. First of all, it should be maintained on computer, since all sanctioning authorities are having computers in ICAR. On the beginning of each calendar year, an officer is entitled to 8 casual leave and 2 Restricted Holidays. The moment casual leave is taken, it should be deducted from the balance and net balance shown. While the entry of leave in the records has to be the responsibility of the sanctioning authority or the Section concerned, and only they should be authorized to make entries into the leave record, the leave record should be available on "read only" format to all employees, so that they know what their leave balance is.

In fact, on the 1st of April, 1st of July and 1st of October, the controlling officer should put up a notice showing the casual leave/RH entitlement of all their employees, so that leave balance is clearly known.

Several times officials take leave by merely intimating on phone. In such cases, it is the sole and exclusive responsibility of the controlling officer to immediately *make* an entry in the records, and also obtain a casual leave application subsequently from the official when he/she rejoins. This is important, because it is seen that a lot of officials take leave telephonically, and then subsequently do not submit their casual leave applications, and therefore the leave ~~taken~~ is not deducted from their balance.

B.3 Earned Leave/Half Pay Leave

Application made by the concerned staff/officers, may be recommended by the immediate controlling authority. It will then go to the concerned Establishment Section or the Personal Section of Controlling Officer. On the file, a note has to be prepared showing how much leave is in balance in the name of the official applying for leave, how much leave is sought and whether the leave of the kind asked for is admissible and sanctionable or not. On the basis of this note sheet, the sanctioning authority will approve or not approve the leave; and if leave is approved, then the


Section dealing with *the* file will issue the sanction order, and simultaneously make an entry in the service book, giving the sanction number and date, and deducting the leave sanctioned by the order from the total leave due. The leave sanction order will be dispatched only after entry has been made in the service book. For any case of non-entry in the service book, the Section Officer/Incharge, Establishment Section concerned is liable for disciplinary action.

The individual officer/staff can proceed on leave only after he/she receives the sanction order.

In case there is change in the leave plans of the official concerned, and the leave is either not taken or shortened, or, for that matter, extended, then the matter has to be processed on the same file/notesheet, cancelling the sanction of leave, or order has to be issued shortening or lengthening the period of leave. Once again an entry has to be made in the service book, along with the sanction number and date before the revised order is despatched. And, once again, non-issue of order or modification in this manner, where it is required, or non-entry in service book of the modification, will attract disciplinary action against the concerned Section Officer/ Section Incharge.

The aforesaid instructions may be brought to the notice of all concerned for compliance. A copy of this circular has also been posted on ICAR website i.e. www.icar.org.in.

This issue with the approval of Director General, ICAR.


(RAJIV MEHRISHI)
Secretary, ICAR

Distribution:

1. Project Director, Directorate of Knowledge Management in Agriculture, KAB-I, Pusa, New Delhi - with the request that a proper software for maintaining leave record be developed and made available to all Institutes and Headquarters within 3 days, and compliance reported.
2. Directors/Project Directors of all the Institutes/NRCs/Bureaux/Project Directorates of ICAR
3. All Officers/ Sections at Krishi Bhawan/KAB-I/II/NASC, Pusa, New Delhi
4. PSO to DG, ICAR/PPS to Chairman, ASRB/PPS to Secretary, ICAR/PPS to FA, DARE/PS to Dir.(Admn.)/ PA to US (Admn.)
5. All concerned sections
6. Guard File/Spare Copies(5)