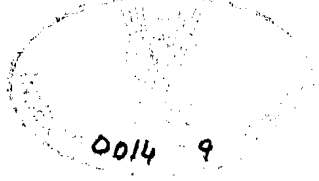




**Indian Council of Agricultural Research
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi**



Telephone No. 23386978
Fax No. 23387293
Mobile No. 9818117339

F.No. 22 (9)/2007-Estt. III

Dated: 2/06/2009

To,

**The Directors/Project Directors/ Zonal Coordinators/ Project Coordinators
of ICAR Research Institutes/NRCs/Bureaux/ZCUs.**

**Sub: Cash Award Scheme for Administrative/Technical/Supporting category
employees of ICAR.**

Sir,

A proposal for the introduction of Cash Award Scheme for Administrative/Technical/Supporting category employees of ICAR has been under consideration in the Council for quite some time. It has been decided with the approval of the Governing Body of ICAR in its 211th meeting held on 13th October, 2008 that the Council will now also have Cash Award Schemes for its administrative, technical and supporting cadre employees separately. Details of award scheme for each category of these employees alongwith prescribed nomination form are annexed.

This has also been posted on the ICAR website www.icar.org.in for information, guidance and compliance.

Yours faithfully,

(K.N. CHOUDHARY)
Under Secretary (Admn.)

Copy forwarded to:

1. Secretary, DARE and DG, ICAR
2. AS & FA, DARE
3. All DDGs/ND, NAIP
4. All Officers/Sections at ICAR Headquarters
5. Secretary (Staff Side), CJSC
6. CDN Section for assigning Index No. in terms of circular No. 3-3/2006-
Cdn. Dated 1st November, 2006
7. PD, DIPA for ICAR website
8. Spare Copies
9. Guard File
10. Media & Information Unit, ICAR for uploading in ICAR website

Annexure - I

ICAR LEVEL CASH AWARDS SCHEME FOR ADMINISTRATIVE STAFF

1. Name of the Award : ICAR Award for Administrative Staff
2. Sponsor of the Award : Indian Council of Agricultural Research
3. Objective of the Award : To promote excellence in performance
4. Nature of the Award : This award is primarily meant for Administrative cadre employees of ICAR for their contribution in specified areas. An individual award will consist of Rs. 51,000/- and a citation.
5. Frequency : Once in a year
A person can be given the award only once during his/her entire service period in ICAR
6. Eligibility Criteria : Regular employees
7. Nominations for the Award : Nominations for the award for a calendar year shall be made in the month of January of the following year in the following manner :-
 - (a) **Institutes/ NRCs/ Project Directorates**
The Director/Project Director will identify potential candidates and nominate one person from the respective institution for consideration by the Judging Committee at ICAR Hqrs.
 - (b) **Zonal Coordinating Units**
DDG (Extn.) will nominate one person from various Zonal Coordinating Unit of ICAR for

consideration by the Judging Committee of ICAR Hqrs.

- (c) ICAR Hqrs.
SMDs/ASRB/Director/DS would send nominations from which Secretary, ICAR would shortlist one person

Note: The nomination in the prescribed proforma shall be forwarded to the ADG (Award Cell) at ICAR Hqrs. The last date for receipt would be 31st January of the year following the calendar year of the award.

8. Presentation : The award of the calendar year shall be presented during the ICAR Foundation Day celebrations in the following year.

Annexure - II

ICAR LEVEL CASH AWARDS SCHEME FOR TECHNICAL STAFF

1. Name of the Award : ICAR Award for Technical Staff
2. Sponsor of the Award : Indian Council of Agricultural Research
3. Objective of the Award : To promote excellence in performance
4. Nature of the Award : This award is primarily meant for Technical cadre employees of ICAR for their contribution in specified areas. An individual award will consist of Rs. 51,000/- and a citation.
5. Frequency : Once in a year
A person can be given the award only once during his/her entire service period in ICAR
6. Eligibility Criteria : Regular employees
7. Nominations for the Award : Nominations for the award for a calendar year shall be made in the month of January of the following year in the following manner:-
 - (a) **Institutes/NRCs/Project Directorates**
The Director/Project Director will identify potential candidates and nominate one person from the respective institution for consideration by the Judging Committee at ICAR Hqrs.
 - (b) **Zonal Coordinating Units**
DDG (Extn.) will nominate one person from various Zonal Coordinating Unit of ICAR for

consideration by the Judging Committee of ICAR Hqrs.

- (c) ICAR Hqrs.
SMDs/ASRB/Director/DS would send nominations from which Secretary, ICAR would shortlist one person

Note : The nomination in the prescribed proforma shall be forwarded to the ADG (Award Cell) at ICAR Hqrs. The last date for receipt would be 31st January of the year following the calendar year of the award.

- 8. Presentation :** The award of the calendar year shall be presented during the ICAR Foundation Day celebrations in the following year.

Annexure - III

ICAR LEVEL CASH AWARDS SCHEME FOR SUPPORTING STAFF

1. Name of the Award : ICAR Award for Supporting Staff
2. Sponsor of the Award : Indian Council of Agricultural Research
3. Objective of the Award : To promote excellence in performance
4. Nature of the Award : This award is primarily meant for Supporting cadre employees of ICAR for their contribution in specified areas. An individual award will consist of Rs. 51,000/- and a citation.
5. Frequency : Once in a year
A person can be given the award only once during his/her entire service period in ICAR
6. Eligibility Criteria : Regular employees
7. Nominations for the Award : Nominations for the award for a calendar year shall be made in the month of January of the following year in the following manner:-
 - (a) Institutes/NRCs/Project Directorates
The Director/Project Director will identify potential candidates and nominate one person from the respective institution for consideration by the Judging Committee at ICAR Hqrs.
 - (b) Zonal Coordinating Units
DDG (Extn.) will nominate one person from various Zonal Coordinating Unit of ICAR for consideration by the Judging Committee of ICAR Hqrs.

(c) ICAR Hqrs.

SMDs/ASRB/Director/DS would send nominations from which Secretary, ICAR would shortlist one person

Note : The nomination in the prescribed proforma shall be forwarded to the ADG (Award Cell) at ICAR Hqrs. The last date for receipt would be 31st January of the year following the calendar year of the award.

8. Presentation : The award of the calendar year shall be presented during the ICAR Foundation Day celebrations in the following year.

**Nomination Form for the ICAR Award for
Administrative/Technical/Supporting Staff**

1. Name of the Institution :
(Institute/NRC/PD/ICAR Hqrs.)

2. Name and designation of
the Officer making the :
nomination

3. Name and Designation of :
the Person Nominated

4. Date of birth :

5. Date of Joining Present Post :

6. Details of Service :

7. Justification :
(Please furnish one page write
up (1 ½ space, 12 font) to justify
the nomination interalia
bringing out the outstanding
qualities, contributions and
achievements of the person
nominated keeping in view the
job profile of the employee)

(Signature of Director/Head/SMD)

Dated