



भारतीय कृषि अनुसंधान परिषद्

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

कृषिभवन, डॉराजेंद्र प्रसाद मार्ग, नई दिल्ली 110001

**KRISHI BHAVAN, Dr. Rajendra Prasad Road, NEW DELHI**

**F. No. 8(1)/2018 Per.IV**

**Dated: 23<sup>rd</sup> April, 2018**

To

The Directors/Project Directors of ICAR Research Institutes/NRCs/ Project Directorates/ Bureaux

Sub: Guidelines for making interim arrangement during absence of Director on short term/long term basis:

Sir

In supersession of ICAR letter No. F. 8(2)/95 Per-IV dated 25.03.1997, the matter of assigning Acting charge against the post of Director after completion of tenure/superannuation and other administrative reasons has been considered in the 243rd GB and it has been decided with the approval of President, ICAR that while considering the options for giving the charge of Acting Director following procedure will be followed:

1.1 The incumbent to the position of Director, unless superannuated, after completion of tenure shall be given the charge of Acting Director of the Institute for a period of 6 months or till the appointment of a regular Director whichever is earlier.

1.2 However, there will be an exception to this rule only in cases where an incumbent occupying the Position has been left with less than two years of service before superannuation at the time of completion of first tenure. Such cases of renewal of tenure for the remaining period of service shall be considered as per the existing procedure laid down vide ICAR letter No. F.1(1)/88-Per-IV Vol.II dated 19.07.2016.

1.3 In case of superannuation of the incumbent to the position of Director and if a regular director is not appointed after completion of 6 months stipulated in para 1.1 above following condition shall apply for giving the charge of Acting Director of the Institute:

i. Where posts of Joint Director/Project Director are existing, the senior most amongst the Joint Directors and the Project Directors should hold the charge in the absence of Director.

ii. Where the post of Joint Director/Project Director is not existing the senior most amongst the Heads of Division and the Project Coordinators should hold the charge in the absence of the Director.



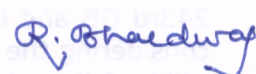
iii. The criteria for determining the seniority amongst the above mentioned Scientists should be the date of joining their respective posts viz. Joint Director, Project Director, Head of Division and Project Co-ordinator.

iv. In the Institutes where the post of Joint Directors/Project Directors/Heads of Division/Project Co-ordinators are not existing or these posts are not filled up the senior most Principal Scientist will hold the charge.

v. With reference to clause (ii), if no regular HoD/PC is available at the Institute Headquarters, then the Senior most Head of Regional Station may be given the responsibility of Acting Director without disturbing the existing responsibilities to the extent of 6 months.

2. However the DG, ICAR being the Competent Authority for nominating the Acting Charge may re-assign/review for nominating the responsibilities of Acting Director to Officers other than mentioned in clause (i),(ii), (iv) and (v) above on administrative ground.

Yours faithfully



**(Rakesh Bhardwaj)**  
Under Secretary(Personnel)

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