



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

F.No. 33-5/2011-Estt. I

September 28, 2012

To,  
**The Directors/PDs of all the ICAR Research  
Institutes/PDs/NRC/ZPD/Bureaux/ZPDs**

Sub: Amendments in the Recruitment Rules for the post of Deputy Secretary (DS)/Chief Administrative Officer (CAO) of ICAR - reg.

Sir,

A proposal for amendment in the existing Recruitment Rules for the post of DS/CAO introducing separate quotas for Under Secretary (US) at ICAR Hqrs. and Sr. Administrative Officers (SAO) at ICAR Institutes for promotion to posts in the combined cadre of DS/CAO in the light of DOP&T's guidelines vide O.M. No. 20019/2/83-Estt. (D) dated 10/9/1985 and O.M. No. 20011/1/88-Estt. (D) dated 12/12/1988 has been under consideration of the Council for quite some time. So far, promotions to the grade of DS/CAO in ICAR were to be made from the combined eligibility list of SAOs and USs prepared at the time of DPC with reference to the date from which they became eligible for promotion after rendering the prescribed qualifying service in the respective feeder grade maintaining their inter-se seniority in parent service/grade. This method of promotion has been found to be inconsistent with the DOP&T's aforesaid guidelines, which prescribe that where promotions to a grade are made from more than one grade, the eligible persons shall be arranged in separate lists, in the order of their relative seniority in their respective feeder cadres. Thereafter, the DPC shall select persons for promotion from each list upto the prescribed quota. Seniority in the combined cadre will be with reference to the date of promotion in the feeder cadre.

2. The matter has been considered in the Council taking into account the ratio between the number of sanctioned posts of SAO which is presently 39 and the number of sanctioned posts of US which is presently 23, and the number of combined sanctioned strength of DS/CAO which is presently 30. It has been felt appropriate that promotions to the grade of DS/CAO should henceforth be made in the ratio of 3:2 between SAOs and US. Since the combined strength of DS/CAO in ICAR is 30, as per this ratio of 3:2, 18 posts of DS/CAO can be filled up from SAO cadre and 12 posts from US cadre.

3. It has further been observed that presently, out of 30 DS/CAO, 22 are from SAO cadre and 8 are from US cadre. There is thus shortfall in the US cadre by four. Hence, amendments in RR for DS/CAO have to be made in the manner so that subsequent promotions actually restore the respective strength at 18:12 for SAOs and US. Thus if a DS/CAO promoted from SAO cadre retires and the SAOs in position are short of 18, the vacancy will be filled by the seniormost fit SAO. Similarly, if a DS/CAO promoted from US cadre retires and the USs in position are short of 12, then the vacancy will be filled by the seniormost fit US. In this manner, the ratio of 3:2 (18:12) for SAO and US shall be maintained permanently at the level of DS/CAO. Once the ratio of 18:12 is achieved, promotions can be made from the cadre for which the vacancy occurred.

under 4. In the light of aforesaid observations, the provisions under Notes 1 and 2 para 10 of the Recruitment Rules for the post of DS/CAO circulated vide ICAR letter No. 14(1)/2010-Estt. I dated 19/8/2010 have been amended in the following manner:-

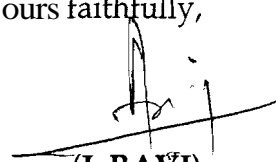
Existing Provision	Modifications Proposed
Note 1: In the zone of consideration, the seniority will be as per the seniority in the immediate feeder grade i.e. US/SAO as the case may be.	Note 1: There shall be separate and fixed quota for SAO and US in the ratio of 3:2 respectively of the combined sanctioned strength of DS and CAO, for promotion.
Note 2: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se seniority of officers in the respective feeder cadres will be maintained.	Note 2: The eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective feeder cadres. Thereafter the DPC shall select persons for promotion from each list up to the prescribed quota. Seniority in the combined cadre of DS/CAO will be with reference to the date of promotion.
	Provided that if the promotion to the post of DS/CAO of two or more persons is on the same date, then their respective seniority will be with reference to the date of joining in the feeder cadre.
	Provided further that if the date of promotion to the post of DS/CAO of

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	<p>two or more persons is same and date of joining in the feeder cadre is also the same, then the person retiring earlier shall be senior to the person retiring later.</p> <p>Note 3: Presently, out of 30 DS/CAO, 22 are from SAO cadre and 8 are from US cadre. There is thus, shortfall in the US cadre by 4. In order to restore the respective strength of SAO and US at 18:12 respectively, subsequent promotions to the post of DS/CAO shall be made from US cadre to fulfill the current shortfall. Thereafter, promotions shall be made from the cadre from which retirement etc. takes place.</p>
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Copy of the amendment is enclosed and is also available on ICAR's website and may please be put up on the Institute's Notice Board for information of all concerned.

Yours faithfully,

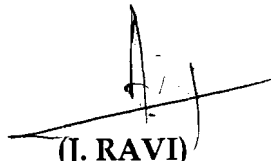


(J. RAVI)

Director (Pers.)

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(J. RAVI)

Director (Pers.)