



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhawan, Dr. Rajendra Prasad Road
New Delhi 110 001

F.No. 17(6)/2016-Estt. II

Dated: 17th, October, 2016

To

The Directors/Heads,
All Institutes/NRCs/AICRPs,

Subject: Circulation of model checklists-reg.

Respected Sir/Madam,

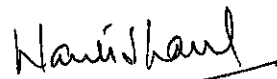
Please find enclosed model checklists for some posts for which DPCs/DSCs are held in administrative division at ICAR Hqrs. These detailed checklists have been prepared to ensure that all aspects are taken into account while holding DPCs/DSCs for all posts. It is pertinent to mention here that the enclosed checklists are only model ones and necessary changes may be made as per your requirements keeping in view the recruitment rules applicable in respect of the posts in your institutes.

You are requested to prepare detailed checklists on line of the enclosed checklists and consult them as and when necessary while holding DPCs/DSCs at your respective ends. The responsibility of finalising the checklists rests with the institute.

This issues with the approval of competent authority.

Yours faithfully,

Enclosed: As above


(Namrta Sharma)
Deputy Secretary (Admn.)

Distribution:

- i) PS to DS(A)
- ii) DKMA division for uploading on website.

Model Checklist for DPCs (Establishment Division) in r/o promotion cases for the post of LDC

Recruitment rules : <ul style="list-style-type: none"> • 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group "C" employees who have 3years regular service in the posts with the Grade Pay of Rs.1800. Persons so promoted will be required to qualify in a typing test (35 w.p.m. in English or 30 w.p.m. in Hindi on computer) within a period of one year from the date of their appointment as LDC failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard. • Direct recruitment-85%, LDCE-10% 	Whether updated recruitment rules are available Yes <input type="checkbox"/> No <input type="checkbox"/>
Vacancy : <ul style="list-style-type: none"> • Verify the category wise vacancy position under promotion quota as concurred by the Liaison officer (SC/ST) 	Whether the vacancy position have been updated & the concurrence of LO(SC/ST) has been obtained Yes <input type="checkbox"/> No <input type="checkbox"/>
Seniority list : <ul style="list-style-type: none"> • Authenticated updated seniority list should be available • Prepare the list of officials within the zone of consideration 	Whether updated Seniority list is available Yes <input type="checkbox"/> No <input type="checkbox"/>
Vigilance clearance: <ul style="list-style-type: none"> • Whether vigilance clearance of the officials in zone of consideration has been obtained 	Whether Vigilance Clearance has been obtained Yes <input type="checkbox"/> No <input type="checkbox"/>
ACR reports: <ul style="list-style-type: none"> • Whether the ACRs of officials for the requisite period is available • Coordinate with the CR cell for ensuring the availability of respective CR folder during the meeting of DPC 	Whether requisite ACRs/APARs are available Yes <input type="checkbox"/> No <input type="checkbox"/>
Prepare the service record with relevant details viz. qualifying service considering the period of EOL/ Dies-Non/break in service (if any), other qualifications (if any), etc. of officials under zone of consideration, to be annexed with DPC note	Whether the relevant details of service record have been annexed Yes <input type="checkbox"/> No <input type="checkbox"/>
DPC composition and Note: <ul style="list-style-type: none"> • Designating the officials by the competent authority as per the DPC composition as prescribed in respective RRs: a) Under Secretary (Admn.), ICAR - Chairman b) One Senior Officer not lower in status than Section Officer nominated by Director (Admn.) - Member c) An Officer not lower in status than Under Secretary belonging to SC/sT community nominated by Director (Admn) - Member d) An Outside Expert nominated by Director (Admn.) - Member e) Concerned Section Officer - Member Secretary 	Whether the DPC has been constituted as per R/Rs Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Final Action to be taken</u> <ul style="list-style-type: none"> • Prepare the self-contained note for DPC • Convey the time and venue of the meeting along with DPC note to all members as decided by competent authority • Final checklist of enclosures/documents to be submitted before DPC: Copy of RRS Seniority list, Details of service records in respect of officials with relevant details etc. ACRs/vigilance clearance 	

Model Checklist for DPCs (Establishment Division) in r/o promotion cases for the post of UDC

Recruitment rules : <ul style="list-style-type: none"> 75% by promotion from the Lower Division Clerk of ICAR hqrs. having at least 8 years regular service in the grade on recommendations of Departmental Promotion Committee. 25% by LDCE 	Whether updated recruitment rules are available Yes <input type="checkbox"/> No <input type="checkbox"/>
Vacancy : <ul style="list-style-type: none"> Verify the category wise vacancy position under promotion quota as concurred by the Liaison officer (SC/ST) 	Whether the vacancy position have been updated & the concurrence of LO(SC/ST) has been obtained Yes <input type="checkbox"/> No <input type="checkbox"/>
Seniority list : <ul style="list-style-type: none"> Authenticated updated seniority list should be available Prepare the list of officials within the zone of consideration 	Whether updated Seniority list is available Yes <input type="checkbox"/> No <input type="checkbox"/>
Specific Criteria : other than RRs (if any) <ul style="list-style-type: none"> The Lower Division Clerks who are otherwise eligible for their promotion to 'the post of Upper Division Clerk, but have not passed the typing test, will not be considered for promotion unless they pass the typing test with the prescribed speed or are exempted to do so in accordance with the prescribed procedure and their promotion thereon will have only prospective effect. (Ref. ICAR circular File No. I7-8/2002-Estt.II Dated the 16 August, 2007) 	Whether the said criteria of passing the typing test with the prescribed speed or exemption granted to do so have been fulfilled by the respective Officials Yes <input type="checkbox"/> No <input type="checkbox"/>
Vigilance clearance: <ul style="list-style-type: none"> Whether vigilance clearance of the officials in zone of consideration has been obtained 	Whether Vigilance Clearance has been obtained Yes <input type="checkbox"/> No <input type="checkbox"/>
ACR reports: <ul style="list-style-type: none"> Whether the ACRs of officials for the requisite period is available Coordinate with the CR cell for ensuring the availability of respective CR folder during the meeting of DPC 	Whether requisite ACRs/APARs are available Yes <input type="checkbox"/> No <input type="checkbox"/>
Prepare the service record with relevant details viz. qualifying service considering the period of EOL/ Dies-Non/break in service (if any), other qualifications (if any), etc. of officials under zone of consideration, to be annexed with DPC note	Whether the relevant details of service record have been annexed Yes <input type="checkbox"/> No <input type="checkbox"/>
DPC composition and Note: <ul style="list-style-type: none"> Designating the officials by the competent authority as per the DPC composition as prescribed in respective RRs: <ol style="list-style-type: none"> Deputy Secretary (Admn.), ICAR - Chairman One Senior Officer not lower in status than Under Secretary nominated by Director (Admn.) - Member An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.) - Member An Outside Expert not lower in status than Under Secretary nominated by Director (Admn.) -Member Concerned Under Secretary/Section Officer (In charge of administration)- Member Secretary 	Whether the DPC has been constituted as per R/Rs Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Final Action to be taken</u> <ul style="list-style-type: none"> Prepare the self-contained note for DPC Convey the time and venue of the meeting along with DPC note to all members as decided by competent authority Final checklist of enclosures/documents to be submitted before DPC: Copy of RRS Seniority list, Details of service records in respect of officials with relevant details etc. ACRs/vigilance clearance 	

Model Checklist for DSC's (Establishment Division in r/o grant of financial upgradation under MACP Scheme

Rules & guidelines :
<ul style="list-style-type: none">• Updated copy of rules & guidelines governing MACP scheme should be available• Any further clarifications with reference to such rules and guidelines should be kept in mind
Zone of Consideration:
<ul style="list-style-type: none">• Prepare the list of all cases covered under I/II/III financial upgradation maturing in the forthcoming half year
Specific Criteria :
<ul style="list-style-type: none">• Under the MACP Scheme three financial Up-gradations are allowed on completion of 10, 20, 30 years of regular service, counted from the direct entry grade. The MACPS envisages merely placement in the immediate next higher grade pay as given in Section I, Part -A of the first schedule of the CCS (Revised Pay) Rules 2008, in case no promotion has been earned by the employee during this period.• The financial upgradation would be on non- functional basis subject to fitness in the hierarchy of pay band and grade pay within PB- 1. Thereafter, only the benchmark of 'Good' would be applicable till the grade pay of Rs.6600 In PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs.7600 and above. However, where the Financial upgradation under the MACPS also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefits under MACPS as mentioned in para 17 of the Scheme, the benchmark for promotion shall apply to MACP also. OM.NO.35034/312008-Estt(D)• Only continuous regular service is counted towards qualifying service for the purpose of MACPS. The regular service shall commence from the date of joining of a post in direct entry grade on a regular basis. (Para 9 of the MACPS)• Only regular service rendered in the Central Government's Department Office is to be counted for the purpose of MACPS, as the Scheme is applicable to the Central Government civilian Employees only. (MACPS , Para 10)• The benefits of MACPS are being up-to HAG scale of Rs.67000-79000. (DOPT's O.M.No.350341312008-Estt.(D) dated 24.12.2010)• There shall be no change in designation, classification or higher status on grant of financial upgradation under MACPS, as the upgradation under the Scheme is purely personal and merely placement in the next higher grade pay. (Para 16 of Annexure-I of MACP)• If a regular promotion has been offered but was refused by the Government employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed and as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal. (Para 25 of MACPS)

- Whether vigilance clearance of the officials in zone of consideration has been obtained

ACR reports:

- Whether the ACRs of officials for the requisite period is available
- Coordinate with the CR cell for ensuring the availability of respective CR folder during the meeting of DSC

Prepare the service record with relevant details viz. regular service, other eligibility criteria (if any) etc. of officials under zone of consideration, to be annexed with DSC note

DSC composition and Note:

- A screening Committee shall be constituted in each Department to consider the case for grant of financial up gradations under the MACP Scheme. **The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.**
- The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organization/competent authority in other cases for approval.
- In order to prevent undue strain on the administrative machinery the Screening Committee shall follow a time-schedule and **meet twice in a financial year** - preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October March) of the same financial year.
- Prepare the self-contained note for DSC
- Covey the time and venue of the meeting along with DSC note to all members as decided by competent authority
- Final checklist of enclosures/documents to be submitted before DSC:
Copy of MACP scheme rules and guidelines
Details of service records in respect of officials with relevant details etc.
ACR/vigilance clearance