



No. Admn.16-5/2024-R&P
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR HEADQUARTERS
(Recruitment & Policy)

Krishi Bhawan, New Delhi - 110001

Dated: 21st September, 2026

OFFICE MEMORANDUM

Subject: Clarification regarding various queries pertaining to the Assistants re-allocated to other ICAR Institutes/Units on the basis of Combined Assistant Grade Examination (CAGE)-2022 – reg.

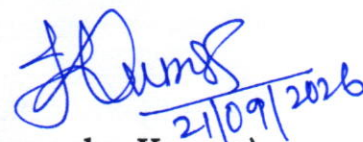
It may be recalled that the re-allocation of in-service Assistants appointed through CAGE-2022 was undertaken by the recruiting agency for the said exam, i.e. ICAR-IARI, New Delhi, against the vacancies arising due to non-joining/resignation of selected candidates, as per the guidelines prescribed in the Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025.

2. This one-time exercise was a merit-cum-preference based opportunity for the willing Assistants involving technical resignation from the existing Institute/Unit and fresh appointment at the re-allocated Institute/Unit. Further, this exercise was not mandatory; the Assistants were required to exercise their option/willingness for re-allocation and accept the prescribed terms and conditions before being considered for re-allocation. The terms and conditions pertaining to this exercise were duly communicated to the concerned Assistants beforehand and were expressly accepted by them in writing through the prescribed undertaking/proforma submitted by them.

3. However, following the implementation of the re-allocation exercise, various SMDs/Institutes/Units have sought clarifications on various service-related matters pertaining to these re-allocated Assistants, including pay protection, increment, leaves, LTC, counting of past service, seniority, MACP, promotion/LDCE, probation etc.

4. Accordingly, the matter has been examined in detail with reference to the aforesaid Council guidelines, relevant DoPT instructions and other applicable service rules/instructions. Now, the clarifications in respect of the aforesaid service-related matters, in the form of FAQs, are hereby issued (**attached as Annexure**), specifically for implementation in respect of all the re-allocated Assistants covered under the aforementioned one-time re-allocation exercise.

5. All the concerned SMDs/Institutes/Units are requested to ensure strict and uniform adherence to, and implementation of, these guidelines/clarifications in all the cases covered under the said re-allocation exercise, so as to ensure uniformity, transparency and consistency in the treatment of the re-allocated Assistants and to avoid any divergent interpretation/practices at the Institute/Unit level.
6. This issues with the approval of the Competent Authority.



(Himanshu Kumar)
Under Secretary (R&P)

Distribution:

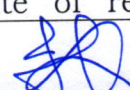
1. Directors of all the Institutes/Units
2. All the DDGs / Subject Matter Divisions (SMDs), ICAR Hqrs.
3. Sr. PPS to DG, ICAR / PPS to Secretary, ICAR / PPS to FA, DARE / ICAR
4. PPS to Director (Admn.) / US (E-II&III), ICAR Hqrs.
5. Media Unit, ICAR – with the request to upload this OM on the ICAR website.

Sl. No.	Topic/Issue	Specific Questions	Clarification/Remarks
1.	Status of Appointment	What is the nature of appointment of reallocation of Assistants?	As per the Council OM dated 16.04.2025, re-allocation of Assistants to another ICAR Institute/Unit is treated as a fresh appointment. Accordingly, the incumbents were required to submit technical resignation from their existing post and join the reallocated Institute/Unit as a fresh appointment. The provisions of DoPT relating to technical resignation shall apply in the present case to the extent applicable under the relevant instructions/guidelines of the Govt. of India/ICAR on the matter and subject to the specific terms and conditions explicitly stipulated in the aforementioned Council OM dated 16.04.2025. <i>[Refer: Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025 and DoPT O.M. No. DOPT-1669266628362 dated 24.11.2022 on Technical Resignation and Lien]</i>
2.	Pay Fixation and Pay Protection	(i) Whether the pay last drawn in the previous ICAR institute should be protected after joining the new reallocated institute? (ii) Whether the DoPT OM dated 24.11.2022 regarding pay protection on technical resignation is applicable in these cases?	No. In case of technical resignation, pay protection under Para 2.4 of the DoPT OM dated 24.11.2022 is given if the pay fixed in the new post is less than the pay in the previous post held substantively by the Govt. servant. Since, these incumbent reallocated Assistants were not holding the post at the previous Institute/Unit substantively, the basic condition of 'holding the post substantively', as stipulated by the DoPT/ICAR, is not met. Therefore, the question of pay protection on joining the reallocated Institute/Unit does not arise. <i>[Refer: Para 2.4 of DoPT O.M. No. DOPT-1669266628362 dated 24.11.2022 on Technical Resignation and Lien and Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025.]</i>

3.	Annual Increment	(i) Whether the increment/ date of next increment already earned in the previous institute should be retained after reallocation in the new institute? (ii) Whether the service rendered in the previous institute should count for the purpose of granting the next increment in the new reallocated institute? (iii) Whether increment should be granted only after completion of the prescribed qualifying service in the new reallocated institute?	Any increment earned in the previous Institute/Unit shall not be retained and past service rendered in the previous Institute/Unit shall not be counted for the purpose of increment, as the reallocated Assistants were not holding the post substantively in the previous Institute/Unit. The date of joining the reallocated Institute/Unit shall accordingly be reckoned for grant of the next increment in accordance with the applicable rules. <i>[Refer: Para 2.4 of DoPT O.M. No. DOPT-1669266628362 dated 24.11.2022 on Technical Resignation and Lien and Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025]</i>
4.	Leave Records and Leave Encashment	(i) Whether earned leave (EL), half-pay leave (HPL), and other leave balances should be carried forward from the previous institute to the new reallocated institute? (ii) Whether the leave account should be transferred from the previous institute and merged in the leave account of the new reallocated institute through e-HRMS? (iii) Whether leave encashment should be granted at the previous institute instead of carrying forward leave? (iv) Whether leave salary equivalent (leave cash equivalent) should be granted by the previous institute if leave is not carried forward to the new reallocated institute?	All unutilized leave balances, including EL, HPL and other leave due and admissible, available to the credit of the reallocated Assistant in the previous Institute/Unit shall be carried forward to the reallocated Institute/Unit, and the corresponding leave account shall be transferred and merged with the leave account maintained by the new Institute/Unit. Accordingly, the question of leave encashment at the previous Institute/Unit does not arise. <i>[Refer: Para 2.2(i) of DoPT O.M. No. DOPT-1669266628362 dated 24.11.2022 on Technical Resignation and Lien, read with Rule 9(2) of the CCS (Leave) Rules, 1972]</i> 

5.	Leave Travel Concession (LTC)	(i) Whether LTC eligibility should continue to be counted from the previous institute or start afresh at the new reallocated institute? (ii) Whether the LTC block year should be counted from the service period in the previous Institute or from the date of joining the new reallocated institute?	LTC eligibility shall be regulated as per Para 2.3 of the DoPT OM dated 24.11.2022, which allows carry-forward of LTC entitlement in cases of employees joining a new Department (Institute/Unit in this case) after technical resignation, and the LTC block years may be regulated accordingly. <i>[Refer: Para 2.3 of DoPT O.M. No. DOPT-1669266628362 dated 24.11.2022 on Technical Resignation and Lien]</i>
6.	Counting of Past Service for Gratuity and other Service-linked Benefits	(i) Whether past service rendered at the previous ICAR institute should be counted for service benefits after reallocation? (ii) Whether gratuity and other benefits linked to continuity of service will be counted considering acceptance of technical resignation? (iii) Whether past service should count for increment, leave, pension and other service benefits? (iv) Whether the service rendered in the previous institute should be counted for future service benefits?	Past service rendered in the previous Institute/Unit shall be counted only for pensionary/gratuity purposes, to the extent admissible under the applicable rules. Further, there is no need to transfer fund on pro-rata basis for counting of the past service, as both the Institutes/Units - the Institute/ Unit from which the Assistant has technically resigned and the Institute/Unit where he/she has joined on fresh appointment after reallocation - are constituent units of ICAR Society. However, such past service shall not be counted for the purposes of annual increment, seniority, pay protection, probation, qualifying service for future promotion in the service etc. at the reallocated Institute/Unit. <i>[Refer: Applicable DoPT instructions on Technical Resignation and Lien and Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025]</i>
7.	Probation, Promotion, LDCE and Career Progression	(i) Whether the probation period should be counted from the date of original appointment in the previous Institute or from the date of joining after reallocation in the new	Since the reallocation is treated as a fresh appointment, the probation period shall be reckoned afresh from the date of joining the reallocated Institute/Unit, and past service rendered in the previous Institute/Unit shall not be counted towards the qualifying

		reallocated Institute? (ii) Whether past service in the previous Institute will be counted as qualifying service for appearing in LDCE in the reallocated Institute? (iii) Whether past service in the previous Institute will count for promotion eligibility in the reallocated Institute? (iv) Whether past service in the previous Institute will count for MACP benefits in the reallocated Institute?	service prescribed for appearing in LDCE or for promotion in the reallocated Institute/Unit. However, for the purpose of MACP, the matter shall be regulated in accordance with Para 17 of the DoPT's consolidated instructions dated 21.11.2022 on MACP. <i>[Refer Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025 and DoPT OM No. DOPT-1669022409144 dated 21.11.2022 on ACP/MACP]</i>
8.	Seniority	(i) Whether the seniority of reallocated Assistants should be fixed afresh at the new institute as mentioned in the Council OM dated 16.04.2025? (ii) Whether these Assistants should be placed junior-most in the seniority list of Assistants in the new reallocated institute?	The seniority of the reallocated Assistants shall be fixed afresh in the reallocated Institute/Unit in accordance with Point-ii(e) of the Council OM dated 16.04.2025 and the extant DoPT/ICAR guidelines. <i>[Refer: Council O.M. No. Admn.16-5/2024-R&P dated 16.04.2025 and extant DoPT/ICAR guidelines on seniority]</i>
9.	Intervening Period Between Relieving and Joining	(i) How should the intervening period between relieving from the previous Institute and joining in the new reallocated Institute be treated? (ii) Whether this period should be treated as duty, joining time, or leave? (iii) Which institute shall bear the salary for the intervening period between	As per Para 3.6.3 of the DoPT OM dated 24.11.2022 on 'Technical Resignation and Lien' and the Council OM dated 16.04.2025, since the appointment in the reallocated Institute/Unit is treated as a fresh appointment, TTA/Joining Time Pay etc. shall not be admissible. These conditions were duly communicated to the officials who opted for re-allocation and were accepted by them before the re-allocation exercise. The intervening period between the date of relieving from the



		relieving from the previous Institute and joining in the new reallocated Institute?	previous Institute/Unit and the date of joining the reallocated Institute/Unit may be regulated by adjustment against the leave due and admissible to the official, from the leave balance available in the previous Institute/Unit, which is allowed to be carried forward to the reallocated Institute/Unit; where the leave balance is 'Nil', the period may be regulated as EOL, as admissible under the rules. Such intervening period shall not count for the purposes of annual increment, probation, LDCE/ promotion, etc., for which the date of actual joining in the reallocated Institute/Unit shall be reckoned. The corresponding salary/leave salary, as applicable, for the intervening period so regulated shall be borne by the new Institute/Unit where the reallocated Assistant has joined on fresh appointment, as per the pay and allowances admissible to the Assistant in the previous Institute/Unit. <u>An illustration is given below:</u> Case-I: An employee is relieved from Institute A on 14.08.2025 A/N (Thursday) and joins Institute B on 18.08.2025 (Monday). In this case, no leave shall be deducted from the leave balance, as 15.08.2025 (Friday) is a gazetted holiday and 16.08.2025 (Saturday) and 17.08.2025 (Sunday) are holidays. Case-II: An employee is relieved from Institute A on 13.08.2025 A/N (Wednesday) and joins Institute B on 14.08.2025 F/N (Thursday). In this case, no leave shall be deducted from the leave balance. Case-III: An employee is relieved from Institute A on 13.08.2025 A/N (Wednesday) and joins Institute B on 18.08.2025 F/N (Monday). In this case, 04 days' leave (from 14.08.2025 to 17.08.2025) shall be deducted from the leave balance.
--	--	--	--

