

**Schedule-1-A****IMMEDIATE****INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI**

F.No.6(6)/2000-WS

Dated the 17th October, 2001

**OFFICE MEMORANDUM**

**Subject: Review of Brochure containing the levels of final disposal and channels of submission of different types of cases in the Indian Council of Agricultural Research Headquarters.**

1. A Brochure containing the levels of final disposal and channels of submission of different types of cases in the Department of Agricultural Research & Education and Indian Council of Agricultural Research was circulated vide circular No. 6-15/87-WS dated 14th March, 1989. A review of the brochure was undertaken keeping in view the structural Changes at the ICAR Headquarters since then.
2. The competent authority has now approved final level of disposal of various items of work at the ICAR Headquarters as per enclosed statement.
3. While disposing of the cases in accordance with the levels specified in the enclosed statement, the concerned officers/sections would, no doubt, keep in view the requirements laid down in the relevant rules, regulations and other instructions issued by the Government/ICAR from time to time and also the need for consulting the Ministries of Finance, Law and other Ministries/ Departments etc., wherever required.
4. This supersedes earlier instructions on the subject in respect of the items covered herein.
5. Hindi version will follow.

**Sd/-  
(Vikram Singh)  
Under Secretary (Work Study)**

**Distribution:**

All Officers/ Sections of ICAR in Krishi Bhavan/KAB-I/ KAB-II (including ASRB & NATP).

**LEVEL OF DISPOSAL OF VARIOUS ITEMS OF WORK AT ICAR HEADQUARTERS**

Sl. No.	Item of Work	Staff covered	Level of final disposal	Remarks
1	2	3	4	5
1	To sanction annual increments	All staff	Concerned S.O.	
2	Appointment of LDC/UDC/Assistant to perform duties of Cashier	All concerned staff	DS (A)	
3	Grant of special pay to LDC/UDC/Assistant appointed to perform the duties of Cashier	All concerned staff	DS (A)	
4	Permission for acquisition & disposal of property under rule 18 of CCS (Conduct) Rules, 1964	<p>a) <b>Scientific staff</b></p> <p>b) <b>Technical staff</b></p> <p>(i) Officers drawing scale of pay upto Rs.8, 000-13,500</p> <p>(ii) Officers drawing scale of pay of Rs.10, 000-15,200</p> <p>(iii) Officers drawing scale of pay of Rs.12, 000-16500</p> <p>c) <b>Administrative</b></p> <p>(i) Officers drawing scale of pay upto Rs.6, 500-10.500</p> <p>(ii) Officers drawing scale of pay above Rs.6, 500-10,500 but upto Rs.10, 000-15,200</p> <p>(iii) Officers drawing scale of pay of Rs.12, 000-16,500</p> <p>(iv) Officers drawing scale of pay above Rs.12, 000-16,500</p>	<p>Director (P)</p> <p>US (T)</p> <p>DS (A)</p> <p>Dir (P)</p> <p>US (A)</p> <p>DS (A)</p> <p>Director (P)</p> <p>Secy.</p>	
5	Forwarded of applications to ASRB/UPSC/Outside agencies	<p>a) <b>Scientific staff</b></p> <p>(i) Scientists drawing scale of pay of Rs.8, 000-13,500</p> <p>(ii) Scientists drawing scale of pay of</p>	<p>DD (P)/ US (P)</p> <p>Dir (P)</p>	

		Rs.8, 000-13,500 and upto Rs.12, 000-18,300 (iii) Scientists drawing scale of pay above Rs.12, 000-18,300 <b>b) Technical staff</b> (i) Officers drawing scale of pay upto Rs.8, 000-13,500 (ii) Officers drawing scale of pay of Rs.10, 000-15,200 (iii) Officers drawing scale of pay of Rs.12, 000-16,500 <b>c) Admn. Staff</b> (i) Officers drawing scale of pay upto Rs.8, 000-13,500 (ii) Officers drawing scale of pay of Rs.10, 000-15,200 (iii) Officers drawing scale of pay of Rs.12, 000-16,500 (iv) Officers drawing scale of pay above Rs.12, 000-16,500 <b>d) Group D</b>	Secy.  US (Tech.)  DS (A)  Dir (P)  US (A)  DS (A)  Dir (P)  Secy.  US (A)	
6	Special increment for sterilization	All concerned staff	Under Secy. of concerned Estt.Sec. /US (P) DD (P)	Subject to concurrence of Finance
7	To allow joining time pay and credit of unveiled portion of joining time into leave account	All concerned staff	Under Secy. of concerned Estt.Sec/DD (P)/US (P).	Subject to provision of CCS (JT) Rules
8	Fixation of pay	All staff	Under Secy. of concerned Estt.Sec/DD (P)/US (P).	Subject to concurrence of Finance
9	To allow provisional pay	a) Scientific staff b) Other than scientific staff	DD (P)/US (P) DS (A)	
10	To sign the application for commutation of pension received from pensioners and acknowledgement of the receipt	All staff	Under Secy. of concerned Estt.Sec/DD (P)/US (P).	
11	Grant of Special Leave to	Scientific staff	DD (P)/US (P)	Subject to observance of

	the Officer/staff	Other than scientific staff	DS (A)	relevant rules
12	To sanction Casual Leave and Restricted Holidays	All concerned staff	Immediate Supervisory officer	
13	Countersignature of cards for becoming Members of various Libraries for borrowing books/Journals	All concerned staff	Concerned SO	
14	Forwarding of assessment/review proposals of scientific/technical staff	Scientist/technical staff	Concerned DD (P)/US (P)/US (T)	
15	Acceptance of surety bond to be executed by a Council's employee handling cash, stores etc.	All concerned staff	US (A)	
16	Issue of various certificates viz. Income certificates, NOC, experience etc.	All concerned staff	Concerned SO/US	
17	Medical examination of new recruits	(a) Scientific staff (b) Technical staff (c) Administrative and Group 'D' staff	DD (P)/US (P)/ US (T) US (A)	
18	Verification of Character & Antecedents of new recruits	(a) Scientific staff (b) Technical staff (c) Administrative and Group 'D' staff	DD (P)/US (P)/US (T) US (A)	
19	Extension of joining time for new recruits	(a) Scientific staff (b) Technical staff (c) Administrative and Group 'D' staff	DD (P)/US (P)/ US (T) US (A)	
20	Sanction of honorarium	All concerned staff	Secy., ICAR	
21	Sanction for acceptance of honorarium/fees	<u>Scientific staff</u> a) Upto ADG b) DDGs <u>Technical staff</u> a) Officers drawing scale of pay upto Rs.8, 000-13,500 b) Officers drawing scale of pay of Rs.10, 000-15,200 c) Officers drawing scale of pay of	Secy., ICAR D.G., ICAR  US (T) DS (A) Dir (P)	

		Rs.12, 000-16,500 <u>Administrative staff</u> a) Officers drawing scale of pay upto Rs.5, 500-9,000 b) Officers drawing scale of pay above Rs.5, 500-9,000 and upto 10,000-15,200 c) Officers drawing scale of pay of Rs.12, 000-16,500 d) Officers drawing scale of pay above Rs.12, 000-16,500 Supporting staff	US (A) DS (A) Dir (P) Secy. US (A)	
22	Deputation on training/Refresher Course within the country	(a) All administrative/technical/ supporting staff and Scientists upto the level of Principal Scientist (b) ADG (c) DDG	Director (P0) Secy., ICAR DG., ICAR	
23	Engagement of Casual labourers		Secy., ICAR	
24	Payment of wages of casual labourers engaged with the approval of Secy.		US (A)	
25	Issue/renewal/amendment/ Changes in CGHS cards	All concerned staff	Concerned SO	
26	Payment to CGHS Directorate for CGHS facilities	All concerned staff	DS (A)	
27	Acceptance of nomination forms pertaining to GPF/RG/DG/GSLIS etc.	All concerned staff	US of concerned Estt.Sec. /DD (P)/US (P)	
28	Payment of leave encashment on retirement	All staff	By officers who have been authorized to sanction leave to such officer (HPL/EL)	
29	Sanction of expenditure for renewal of CCHS cards for pensioners	All staff	US (A)	

30	Forwarded of ACR'S for reporting/reviewing	All staff	Concerned so	
31	Study leave	<p><b><u>Scientific</u></b></p> <p>(a) Scientists drawing scale of pay upto Rs. 12000-18300</p> <p>(b) Scientists drawing scale of pay above Rs 12000-18300.</p> <p><b><u>Technical</u></b></p> <p>(a) Technical personnel drawing scale of pay upto Rs. 8000-13500</p> <p>(b) Technical personnel drawing scale of pay Rs. 10000-15200 and above</p> <p><b><u>Administrative</u></b></p> <p>(a) Admn. Personnel drawing scale of pay upto Rs. 8000-13500</p> <p>(b) Admn-personnel drawing scale of pay of Rs. 10000-15200 and Rs. 12000-16500</p> <p>(c) Administrative personnel drawing scale of pay of Rs. 14300-18300 and above</p>	<p>Director (P)</p> <p>Secy</p> <p>DS (A)</p> <p>Dir (P)</p> <p>Ds (A)</p> <p>Dir (P)</p> <p>Secy.</p>	
32.	Permission for undergoing course of studies before or after office hours	<p><b><u>Scientific</u></b></p> <p>(a) Scientists drawing scale of pay upto Rs. 12000-18300</p> <p>(b) Scientists drawing scale of pay above Rs. 12000-18300</p> <p><b><u>Technical</u></b></p> <p>(a) Technical personnel drawing scale of pay upto Rs. 8000-13500</p> <p>(b) Technical personnel drawing scale of pay of Rs. 10000-12500</p> <p>(c) Technical personnel drawing</p>	<p>Dir (P)</p> <p>Secy.</p> <p>US (T)</p> <p>DS (A)</p> <p>Dir (P)</p>	

		<p>scale of pay of Rs. 12000-16500</p> <p><b>Administrative</b></p> <p>(a) Admn. Personnel drawing scale of pay upto Rs. 8000-13500</p> <p>(b) Admn. Personnel drawing scale of pay of Rs. 10000-15200</p> <p>(c) Administrative personnel drawing scale of pay of Rs. 12000-16500</p> <p>(d) Admn. Personnel drawing scale of pay of Rs. 14300-18300 and above</p>	<p>US (A)</p> <p>DS (A)</p> <p>Dir (P)</p> <p>Secy</p>	
33.	Clarification on Technical Service Rules		DS (A)	
34.	Issuance of No Demand Certificate	All concerned staff	S.O of concerned Estt. Section	
35.	Permission for taking medical treatment form CGHS recognized hospitals	All concerned staff	US (A)	
36.	Counting of past service of personnel who put in services elsewhere before joining ICAR	All concerned staff	DD (P)/US of concerned Esttt. Section/Per. Section.	The amount to be obtained from outside agency will be calculated by concerned cash section and same will be got vetted by F&AO (P) before acceptance by the concerned DD (P)/US
37.	Discharge of pro. Rata pensionary liability in respect of ICAR personnel absorbed elsewhere	All concerned staff	DD (P)/US of concerned Estt. /Per. section	The amount to be discharged will be calculated by concerned cash section and same will be sanctioned by the concerned DD (P)/US with the concurrence of F&AO (Pen)
38	Discharge of LS/PC	All concerned staff	US (Cash)	Subject to observance of

				relevant Rules
39.	Investigation of arrear claims	All concerned staff	US (Cash)	Subject to provision of GFRs and orders issued by GOI/ICAR from time to time
40.	Extension of number of instalments upto 25 for repayment of cycle advance	All concerned staff	Under Secy. (Cash)	Subject to GFRs
41.	Countersignature of TA bills	All staff	US (Cash)	Subject to tour report having been countersigned by the officer who approved the tour programme.
42.	Grant of advance in connection with LTC	For all staff	US (Cash)	
43.	Grant of advance for purchase	i) Officers drawing scale of pay upto Rs. 8000-13500 ii) For officers drawing scale of pay of Rs. 10000-15200 and above	DS (GAC) Dir (P)	Subject to GFRs
44.	Grant of advance for the purchase of Table Fan	All concerned staff	US (Cash)	Subject to GFRs
45.	Grant of advance of pay and TA on transfer	All concerned staff	US (Cash)	Subject to GFRs
46.	Grant of advances in connection with tour	All staff	US (Cash)	Subject to approval of tour programme by the competent authority and the GFRs
47.	Grant of TA	All staff	Dir (P)	
48.	Grant of GPF advances from the provident fund	a) Group 'B', 'C' and 'D' b) Group 'A' officers drawing scale of pay upto Rs. 10000-15200 c) Officers drawing scale of pay above Rs. 10000-15200	US (Cash) DS (GAC) DIR (P)	Subject to observance of GPF (CS) Rules, 1960
49.	Final withdrawal including part final withdrawal from P.F	a) Group 'B', 'C' and 'D' b) Group A-scale upto 10000-15200	US (Cash) DS (GAC)	Subject to observance of GPF (CS) Rules 1960

		c) Officers drawing scale of pay above Rs. 10000-15200	Dir (P)	
50.	Grant of Advance in lieu of leave salary	-do-	-do-	Subject to GFRs
51.	Grant of interest free advances	All concerned staff	US (Cash)	-do-
52.	Grant of advance to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employee	All concerned staff	US (Cash)	Subject to GFRs
53.	Power to sanction reimbursement of cancellation charges of unused Railways tickets	All concerned staff	US (Cash)	Subject to cancellation/alteration of tour programme having been approved by the authority competent to approve the tour
54.	Maintenance/upkeep and repairs of Motor vehicles		US (E-V)	Subject to observance of relevant rules
55.	Repairs & Maintenance of quarters		DS (GAC)	-do-
56.	Allotment of quarters		DS (GAC)	Subject to the approval of Allotment committee
57.	Service contract		DS (GAC)	Subject to observance of relevant rules
58.	Reimbursement of medical expenditure incurred for availing medical treatment under emergency circumstances from Private Hospital	All concerned staff	Dir (P)	
59.	Advance for medical treatment in private/CGHS recognized Hospitals as per entitlement under CGHS/CS (MA) Rules	All concerned staff	DS inchange/ U.S (cash)	

60.	Legal charges for law suits to which Council is a party	In all cases	Director (P)	
61.	Signing and Verifying pleadings on behalf of Secy ICAR in the courts of law in legal matter	In all cases	Legal Adviser	
62.	Advertisement charges		DS (A)/DS (GAC)	
63.	Expenditure on entertainment and light refreshment	a) Upto Rs, 5.00 per head for one meeting subject to Rs. 5,000-00 per annum (b) Cases not covered by (a) above	US (Cash)  Dire (P)	Subject to relevant rules/guidelines in the matter issued by Govt of India/ICAR from time to time
64.	Court cases	In all cases	Secy	