



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

Court CASE
MOST URGENT

No.16/47/2016-Admn.II

Dated the 17th May, 2016.

To

The Director/Director-In-charge Institutes/Centres
(under Indian Council of Medical Research)

Subject: Grant of Merit Based Promotion Scheme to 'B', 'C' and 'D' Technical Staff of
ICMR - implementation of Court Orders -reg.

Sir/Madam,

A copy of Ministry of Health and Family Welfare (Department of Health Research) letter No.V.25011/146/2014-HR (Pt) dated 12.05.2016 along with a copy of the Report of the Committee for restructuring of Technical Cadre of Indian Council of Medical Research and constitution of Medical Research Technical Cadre (MRTC) - and **Merit Based Promotion Scheme as per CSIR pattern**, is forwarded herewith with the request that information in the enclosed proforma provided by DHR may be furnished.

2. The salient feature of the Merit Promotion Scheme are as under:-

- i) The Scheme, if approved, will be implemented w.e.f. 1.1.1986 and the service in the grade/scale for assessment promotion will also be counted w.e.f 1.1.1986. The actual benefit will be given w.e.f. 1.1.1996.
- ii) For assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees (Clause 1.3.1 refers).
- iii) The employees covered under promotion /ACP/MACP Scheme will be given an option to switch over (Clause 0.2 refers).
- iv) The eligibility for assessment promotion in Group I & II is 7 years and that in Group III & IV is 5 years service.
- v) Time Schedule for Assessment: The assessment period will be the financial year (Clause 2.6).

3. The necessary information may be provided to Shri Bharat Bhushan, Administrative Officer, ICMR, New Delhi, in excel sheet both in hard copy as well as through Email:b.bgulati@yahoo.com, positively by 23rd May, 2016.

Yours faithfully,

(Dr. Rakesh Kumar)
Sr. Dy. Director General

Encls: As above

Copy to Admn.I Section, ICMR, for similar necessary action.

Q No. 25

COURT CASE
MOST URGENT

No. V.25011/146/2014:HR.(Pt.)
Government of India
Ministry of Health and Family Welfare
(Department of Health Research)

2nd Floor, IRCS Building
New Delhi-110001
Dated 12.05.2016

To,
The Director General
Indian Council of Medical Research
Ansari Nagar, New Delhi-110029

Kind Attention:- Shri Rakesh Kumar, Sr. D.D.G., (Admn.), ICMR

Subj: Grant of Merit Based Promotion Scheme to Group 'B', 'C' and 'D' Technical Staff of ICMR against the impugned Order dated 13.11.2014 passed by the Hon'ble High Court of Delhi in W.P. (C) No. 5710 of 2001 and subsequent SLP (C) ...CC No. 22451 of 2015, dismissed by the Hon'ble Supreme Court of India vide Order dated 18.01.2016, and Review Petition (Civil) No. 2178 of 2016 dismissed by the Supreme Court on 21.04.2016-regarding.

Madam,

I am directed to invite your attention to the above mentioned matter and to say that ICMR is requested to submit the following, as per the format *enclosed*, for consideration and further necessary action:-

- (a) Detail provisions of the Integrated Recruitment and Assessment Scheme (IRAS) along with the date when the same was made available to the scientific staff of ICMR;
- (b) Details of allocation of budget;
- (c) Identification of the incumbents of ICMR with name & designation;
- (d) Detailed evaluation of earlier promotions and monetary benefits/financial upgradations availed by the incumbents under the following:-
 - (i) One Time Cadre Review (OTCR);
 - (ii) ACP Scheme/MACP Scheme;
 - (iii) 25% of the posts, at entry level in Group 'A' Scientist posts (Rs. 15600-39100 with Grade Pay of Rs. 5400/-), kept reserved for Technical employees of ICMR for promotion through Limited Departmental Competitive Examination (LDCE);
 - (iv) Benefits availed under "vacancy based promotion" in accordance with the prevailing Recruitment Rules of ICMR.

This issues with the approval of competent authority.

Yours faithfully,

Enclosed:- As above.

(S.N. Sharma)

Under Secretary to Government of India
Tel. No. 011-23736228

Copy sent

P.A. Sharma

U.S. Sharma
12/5/16

Format for details of each & every technical staff of CMR considered for the IRAS.

Sl. No.	Name & Designation	Date of Birth	Date of Joining with Designation	Date of Retirement with Designation	Promotion/financial upgradation under OTCR	Promotion/financial upgradation under ACP/MACP	Promotion/financial upgradations through LDCE under the 25% reserved posts, at entry level in Group 'A' (Rs. 15600-39100 with Grade Pay of Rs. 5400/-)	Promotion/financial upgradation under "vacancy based" promotion	Financial Implication in Rs.
1									
2									
3									
4									

Total projected financial implication:- Rs.

INDIAN COUNCIL OF MEDICAL RESEARCH

REPORT OF THE COMMITTEE FOR RESTRUCTURING OF TECHNICAL CADRE OF INDIAN COUNCIL OF MEDICAL RESEARCH AND CONSTITUTION OF MEDICAL RESEARCH TECHNICAL CADRE (MRTC) – AND MERIT BASED PROMOTION SCHEME AS PER CSIR PATTERN -

1. INTRODUCTION

Indian Council of Medical Research was established in 1911 and it has 33 permanent Institutes/Centres having 2771 technical staff. The Council is engaged in carrying out multifarious research activities related to National Health problems. Its mandate covers the whole spectrum of health research from biological to social, laboratory to field to get the results translated into efficient control of various disease and then in the laboratories prevention strategies. This category of staff works shoulder to shoulder with scientists as a team. This team work is essential to achieve the mission and goal of the organization under the guidance of the scientists. They operate hi-tech instruments, perform tests, collect samples, manage animal house and maintain the equipments to reduce downtime as well as preparation of reports and databases. Also it is necessary because medical science is growing at exponential rate requiring need for qualified technical staff in various subjects who will assist scientists working on communicable and non-communicable diseases with full competence. Thus to develop newer methods of diagnostics, treatment/drug delivery and drug development and to carry out research in various public health relevant problems, availability of motivated, competent, qualified and skilled technical personnel is essential.

2. PRESENT SCENARIO

In the last 25 years no cadre review is held and no professional approach was adopted for maintenance of the cadre except managing crisis situation sporadically. The existing multitude of posts have been restructured and re-designated as Technical Officer, Technical Assistant and Technician. At present, due to vacancy based system of promotion, there is a unequal cover growth for the employees in relation to other Scientific or Autonomous organizations like CSIR, DRDO, BARC and ISRO etc. who have merit promotion scheme for their technical staff. Thus, following problems are faced by this cadre :

- (a) Unequal growth for some category to personnel with similar qualifications and or experience due to unequal availability of posts in different Institutes.
- (b) Absence of man power planning and regular cadre reviews.
- (c) Age of profile of technical staff is very high
- (d) Majority of the category of technical staff is demotivated and lack multiskilling.

3. **Need for Merit Based System for Career growth of Technical staff:**

In order to rationalize the cadre, ICMR took up the proposal with DOPT and Ministry of Finance and Integrated Recruitment and Assessment Scheme based on CSIR pattern was submitted in 1990. The scheme was not approved after several deliberations and with the suggestion of Ministry of Health & F.W. it was decided to submit the scheme based on DRDO pattern as it was approved by the Government for DRDO in 1995.

(i) ICMR submitted revised proposal based on DRDO pattern in April, 1996 and after several deliberations they approved 2154 posts instead of 3000. The proposal was resubmitted in April, 1996. However, it was rejected in the year 2007 on the ground that Vth CPC had recommended withdrawal of such scheme for technical staff.

(ii) However, this recommendation of Vth CPC was not agreed by the Government and status quo was maintained in CSIR, DRDO, BARC and ISRO etc. and other scientific organizations. Subsequently, Government constituted a committee under the Chairmanship of Shri Y.S.Rajan, Special Secretary to Scientific Advisor to PM which was represented by DOPT and Department of Expenditure (a copy of the report is placed at Annexure-I). This committee recommended Limited Flexible Complemented Scheme for technical staff upto the Grade pay of Rs.6600/- based on DRDO pattern. It is understood that this report was approved by DST, DOPT and Department of Expenditure opined that each proposal shall be considered based on merit by Ministry of Finance.

(iii) **However ICMR maintains that their proposal is not new and has been under consideration of Ministry of Health & F.W., DOP&T and Ministry of Finance since 1996 (copy enclosed) and it was approved in principle to put up the proposal as per pattern of DRDO as their scheme was approved in December 1995. Thereafter the ICMR Scheme on DRDO pattern by reducing the number of posts to 1975 was submitted in 2006 to Ministry of Health & F.W. and Department of Expenditure did not agree to the proposal (copy enclosed) due to VI-CPC recommendations though it was not a new proposal.**

(iv) As a follow up a letter was written to Secretary, DOPT in 2009 and Secretary (DHR) personally met Secretary (E) in 2011. It was followed by a meeting between JS (DHR) and JS (Pers.). Based on the discussion it was decided to put up the proposal as per the CSIR pattern. Accordingly, the scheme below is proposed on CSIR pattern and needed based on functional requirements, as it is available for Scientists in ICMR.

4. Present Cadre Structure

At present the cadre structure of Technical Staff is as under.

Sl. No.	Designation	Pay Scale & GP in Rs.	No. of posts
1	Technician –A	5200-20200+ 1900	169
2	Technician-B	5200-20200+2400	247
3	Technician-C	5200-20200 +2800	555
4	Technical Assistant	9300-34800+4200	738
5	Technical officer-A	9300-34800+4600	219
6	Technical Officer-B	15600-39100+5400	038
7	Technical Officer-C	15600-39100+6600	009
Total			1975

(i) The Nursing Staff (92 posts) is drawing nursing allowance and Library staff (37 posts) is governed by Chattopadhyaya report, hence these categories are not included. EDP posts are merged in technical cadre as done in CSIR.

(ii) Keeping in view the above issues, need for qualified graduate staff and considering the changing technological scenario it would be prudent to restructure the cadre with a view to recruit professionally qualified staff and to provide reasonable career growth profile to them based on qualification and merit rather based on seniority alone as available in other scientific organizations. There is an urgent need for multi-skilling, automation and handling of sophisticated equipments to develop newer methods of diagnostics treatment/drug delivery and vaccine for various diseases.

(iii) In future all promotions shall be based on merit rather than seniority-cum-fitness. Hence, restructured cadre with procedures for recruitment /promotions based on CSIR pattern is given below: -

0. GENERAL INSTRUCTIONS

0.1 The Merit Assessment Scheme (MAS) will come into operation from the date of approval by Govt. of India.

- 0.2 The employees governed by DPC be given an option to switch over. Placement of existing employees in Group I/II/III/IV will be allowed only if they had acquired respective entry level qualifications for the Group on implementation of scheme. However, condition of 1st class will not be insisted upon in these case.
- 0.3 Assessment to a higher grade does not necessarily imply higher perks, such as Office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 0.4 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.
- 0.5 Service rendered in the following situations, if any, will be computed for determining the eligibility for Assessment:-
- 0.6 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/foreign service.
 - 0.6.1 EOL granted for a full-time assignment within or outside the country.
 - 0.6.2 Service rendered in the Work-charged establishment followed by regular employment and allowed to be counted for pensionary benefits.
 - 0.6.3 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break. This benefit will be available for prospective assessments.
 - 0.6.4 For foreign assignment/deputation, study leave, if the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into digital Scale. For this purpose, at least three ACRs/APARs written in ICMR Institutes/Centres/HQs. are required. The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Assessment.
- 0.7 Employees who take voluntary retirement or superannuate or die in service will be considered for assessment from due dates of their eligibility if it falls on an earlier date. For deceased employees, there will be no component of interview, and marks will be awarded *pro-rata* on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.
- 0.8 It shall primarily be the responsibility of the DG,ICMR and Directors of Institutes/Centres to ensure applicability of the Scheme.

- 0.9 No advance increments will be admissible on assessment. Pay will be fixed as per normal rules. The provision of "Split Option" under FR 22 (1) (a) (i) is applicable to S&T and Support Staff.

1.0 GROUPS WITH QUALIFICATIONS FOR ASSESSMENT

- 1.1 **Groups:** The entire Technical staff are divided in four Groups, namely, Groups I & II (Support Staff), Group III & IV (Technical), Group. Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and III(5) refers to fifth grade in Group-III. The assessments under the Scheme are based on the Grade held in a particular Group and do not depend on seniority and designation.

1.2 Induction

- 1.2.1 A Non-Technical departmental staff member acquiring skill and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test be conducted by a Committee comprising of the following:

- a) A Member from outside the ICMR system;
- b) A Member from a sister Institutes/Centres. covering relevant area;
- c) A Member from within the Institutes/Centres

This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by a Committee to be constituted by DG, ICMR. In such cases the entire service rendered by the staff members in the Non- Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction or the date of completion of minimum length of service required for eligibility for assessment .

- 1.2.2 A Non-Technical departmental employee can be considered as one time measure for induction in Gr. II subject to the following conditions:

- a) Induction may be done before the employee attains the age of 50 years;

- b) Induction should be made against an available vacancy in Gr.II by an appropriate Committee comprising three experts-one each from outside ICMR system, a sister Institutes/Centres and from within the Institutes/Centres.
- c) Induction in all the grades in Gr.II should be need-based. And in the area in which the vacancy is required to be filled. Employees with technical qualifications which were laid down for direct recruitment in Gr.II be given preference. Those who are not possessing technical qualifications have to be scrutinized thoroughly by the Committee;
- d) The employee should have undergone atleast six months structured in-house training or training imparted by outside professional agencies and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;
- e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Gr.II;
- f) Inductees will be placed in the equivalent/segmented grade; If grade does not exist, then in the nearest higher grade;

The induction of non-technical employees in Group-II could be considered with the approval of GB.

Explanation: If a Non-Technical employee in the grade pay of Rs.2400 is inducted in the Technical cadre, then his pay will be fixed in the grade pay of Rs.2400, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade pay of Rs.4200 is inducted into technical cadre, then his pay will be fixed in the grade pay of Rs.4200 or 4600.

- g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation under FR 22 (1) (a) (i).

1.3 **QUALIFICATIONS PRESCRIBED FOR DIRECT RECRUITMENT IS AS SHOWN UNDER GROUPS**

- 1.3.1 For assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees.

The employees in Group-III & IV who did not possess qualification of the lowest grade of these groups on date of implementation of scheme will be eligible for consideration for assessment upto Grade III(2) and III(3)

only. However if condition of qualification has been relaxed as an exceptional case by the DG, ICMR by virtue of acquiring experience, specialized skill etc. assessment of these persons can be considered upto Grade III(4) in the scale of Rs.2200-4000 (revised Rs.15600-39100+GP Rs.5400).

1.4 Equivalence of Qualifications

1.4.1 New cases of equivalent of qualifications, if required, will be decided on the recommendations of a Group set up by the DG, CSIR.

1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diplomas/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, i.e. UGC and AICTE and are relevant to S&T activities being carried out by the ICMR Institutes/Centres only should be recognized for recruitment and assessment purposes in ICMR. The equivalence of qualification available/decided from time to time.

2.0 MERIT ASSESSMENT SCHEME

2.1.1 The Assessment Scheme envisages promotion on the basis of prescribed thresholds. Assessment shall be restricted to staff without dilution of quality; and the criterion of "Research & Development" work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Staff qualify for Merit promotion.

2.1.2 The assessment Scheme is applicable upto Group IV, This provided the incumbents possess M.Sc. qualifications of Group IV and are engaged in R&D activities. However, the condition of 1st Class will not apply in Group III.

2.2 Eligibility and Thresholds: The eligibility and thresholds for Assessment shall be as follows:

2.2.1 Group-I

Group & Grades	Scale of pay		Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks	
	Old	New		Normal assessment	Merit assessment

I(1)	Rs.2550-3200	Rs.5200-20200 + GP Rs.1800	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
I(2)	Rs.3050-4590	Rs.5200-20200 + GP Rs.1900	-do-	70	NA
I(3)	Rs.4500-7000	Rs.5200-20200 + GP Rs.2800			NA

Entry qualification would be 10th + 1 year laboratory/field/research experience/certificate/diploma of one year duration from recognized Board

2.2.2 Group-II

II(1)	Rs.3050-4590	Rs.5200-20200 + GP Rs.1900	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
II(2)	Rs.4500-7000	Rs.5200-20200 + GP Rs.2800	-do-	70	NA
II(3)	Rs.5000-8000	Rs.9300-34800 + GP Rs.4200	-do-	70	NA
II(4)	Rs.6500-10500	Rs.9300-34800 + GP Rs.4600	-do-	70	NA

Entry qualification: 12th + DMLT or Diploma in relevant subject from recognized Board.

2.2.3 Group-III

Group & Grades	Scale of pay		Eligibility for Assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks		
				Normal Assessment	Merit Assessment	
				5 yrs.	4 yrs.	3 yrs.
III(1)	Rs.4500-7000	Rs.5200-20200 + GP Rs.2800	5,6,7,9 and after remaining for one year at the maximum of the grade	60	NA	NA
III(2)	Rs.5000-8000	Rs.9300-34800 + GP Rs.4200	-do-	60	NA	NA
III(3)	Rs.6500-10500	Rs.9300-34800 + GP Rs.4600	-do-	70	80	90
III(4)	Rs.8000-13500	Rs.9300-34800 + GP Rs.5400	-do-	75	85	90
III(5)	Rs.10000-15200	Rs.15600-39100 + GP Rs.6600	-do-	75	85	90
III(6)	Rs.12000-16500	Rs.15600-39100 + GP Rs.7600	5,6,8 and after remaining for one year at the maximum of the grade.	75	85	90
III(7)	Rs.14300-18300	Rs.37400-67000 + GP Rs.8700	-do-	75	85	90

Entry qualification Graduate degree in Science or 3 yrs. diploma in Engineering

subjects or computer Science from recognized University.

2.2.3.1 Staff in Grade III(5), who possess the entry level qualification of M.Sc., will only be eligible for assessment to Grade III & (7). The condition of first class will, however, not be insisted upon in these cases.

2.2.4 Group-IV

Group & Grades	Scale of pay		Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks
	Old	New		Normal Assessment
				5 yrs.
IV(A)(1)	Rs.4500-7000	Rs.5200-20200 + GP Rs.2800	5,6,7,9 and after remaining for one year at the maximum of the grade	60
IV(A)(2)	Rs.5000-8000	Rs.9300-34800 + GP Rs.4200	-do-	60
IV(A)(3)	Rs.6500-10500	Rs.9300-34800 + GP Rs.4200	-do-	70
IV(A)(4)	Rs.8000-13500	Rs.9300-34800 + GP Rs.5400	-do-	75
IV(A)(5)	Rs.10000-15200	Rs.15600-39100 + GP Rs.6600		

Entry level qualification would be M.Sc. degree in Science subjects or Computer Science or BE/Tech in relevant subject from recognized University.

2.2.4.1 Staff in **Grade IV (5)** possessing qualifications of M.Sc. Degree or equivalent will be eligible for consideration for assessment promotion to the revised pay in PB-3 Rs.15600-39000+GP Rs.7600 on remaining for one year at the maximum of the grade IV(A) (5) as a one time event. Such positions on vacation, will revert to the lowest grade in Group IV

2.2.5 A non-functional selection grade in the revised scale of Rs.37400-67000 + GP Rs.8700 will be applicable for giving encouragement to the specially meritorious persons in the scale of Rs.PB-3 Rs.15600-39000+GP Rs.7600 provided they have spent at least one year at the

maximum of the scale of Rs.PB-3 Rs.15600-39000+GP Rs.7600. When promoted, they shall carry the post with them. The post will revert to the grade of Rs.PB-3 Rs.15600-39000+GP Rs.7600 on vacation.

2.3 **Special Provisions:-**

2.3.1 For second and subsequent chances of assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Good'. Marks will be given on this account only for a maximum period of 3 (three) years.

2.3.2 Those employees who were in position on implementation of scheme, and have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent year as per table for group III. The condition of 1st class M.Sc./B.E. as laid down for Gr. IV will not apply in such assessments

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining ICMR service, i.e. taking admission in the course of study after joining with due permission of the competent authority.

This chance is admissible once in the same group and will not be adjusted against the chances available for normal assessment under the same.

2.4 **Relaxation in thresholds for SC/ST category:** Relaxation of 10% (10 marks for assessment falling due in assessment year) marks in prescribed thresholds will apply only for Assessments, e.g. if the threshold is 70 marks for Normal Assessment, for SC/ST, it will be 60 marks.

2.4.1 Wherever relaxation is provided it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.

2.5 **Re-Classification of Posts:** The re-classification of posts, on the

recommendations of the Director of the Institutes/Centres will require prior approval of the DG, ICMR.

- 2.6 **Time Schedule for Assessment:** The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

3.0 PANELS OF EXPERTS

3.1 Panels of Experts

- 3.1.1 The DG,ICMR will lay down and decide the areas for preparing Panels of Experts for constitution of Assessments Committees.
- 3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of DG,ICMR
- 3.1.3 An Expert of supervisory/leadership experience.
- 3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the DG,ICMR during this period.
- 3.1.5 Up-to-date copies of the Panels of Experts will be available to the staff; copies of the same will also be on the ICMR web.

4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

- 4.1 The Assessment Committees will be constituted areawise from the approved Panels of Experts.
- 4.2 The separate areawise Assessment Committees will be constituted by the Directors of Institutes/Centres and DG,ICMR in respect of Gr.I to IV

Chairman	Nominated by DG,ICMR	Common to all Committees
Member *(one)	Director/Scientist 'G'/OIC or his nominee	
Member (one)	Expert from related area from ICMR Institutes/Centres.	
Members (two)	Two Supervisory level experts, from outside the ICMR system.	

Quorum: Chairman/Alternate Chairman, Director or his Nominee and at least one Expert in the area wise Committee

- 4.3 In respect of Gr. III(3), onwards and Gr.IV, the separate area-wise Assessment Committee will be constituted by DG,ICMR as under:

Chairman *	Chairman nominated by DG	Common to all Committees.
Member * (one)	Director/Scientist 'G'/OIC or his nominee	
Member (one)	Expert from related area of ICMR Institutes/Centres.	
Members (three)	Three Experts of whom at least two from outside ICMR system.	

Quorum: Chairman/Alternate Chairman, Director/DG, ICMR or his Nominee, and at least one Expert in the areawise Committee

* Common to all Committees

** Not applicable to ICMR HQs.

- 4.4 Alternate names for Chairmen and expert members may normally be specified while constituting the Assessment Committees. If due to some unavoidable reasons the Chairman is not able to attend, alternate Chairman will be the Chairman.
- 4.5 The Assessment Committees which are considering the assesses of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved areawise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.
- 4.6 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.
- 4.7 As far as possible, the Assessment Committee should be constituted with experts.

5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT AND PEER EVALUATION REPORT

- 5.1 The 'Work Report' (WR). "Self-Assessment Report" (SAR). "Annual Performance Appraisal Report (APAR)" and Peer Evaluation Report (PER) wherever occurring in the scheme, will be defined as under:-

- 5.1.1 Work Report (WR): Report of an assessee on the work done by him/her

during the entire period of eligibility, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & V(A)

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-I of APAR.

5.1.3 Annual Performance Appraisal Report (APAR): Report of Appraisal of annual performance.

5.1.4 Peer Evaluation/Review Report (PERR):

5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proforma of which are annexed as Annexure-IV.

5.2.1 APAR proforma comprises two parts:

Part-I: Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

Part-II: Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.

5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under:-

Outstanding	100 marks
Excellent	90 marks
Very Good	75 marks
Good	60 marks
Satisfactory	50 marks
Fair	35 marks
Poor	20 marks

5.2.4 Each Laboratory will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proforma for APAR already in force shall be applicable.

5.2.6 The available existing CR gradings will be converted into 7-point scale as mentioned above.

6.0 PROCEDURE FOR ASSESSMENT EXISTING

6.1 For assessments, marks will be apportioned as follows in respect of Group I, II, III & V(A):

- i) APAR 50% marks (weightage)
- ii) Interview (Performance including Trade Test in Gr.I, II, III & V 50% -do-

The component of Peer Review for Gr.III(3) to III(6) has been removed for Group-III vide CSIR letter No.17/66/94-PPS dated 24.5.1996.

6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order.

6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessee will be treated as willful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.6. below will be admissible in subsequent chance. (CSIR letter No.17/66/9/96- PPS dated 21.4.97)

6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee

6.4 The marks for experience wherever applicable, will be added thereafter.

6.5 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.

6.6 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be informed about the assesses whose results are yet to be finalized for whatever reason.

6.7 The assessee, whether promoted or not, should be informed of the result of the assessment.

6.8 The Governing Body, at its meeting held on 2.8.2000 approved the revised procedure in replacement of the existing procedure for assessment of technical staff who are under suspension/against whom disciplinary

proceedings are pending. The revised procedure is as under:-

1. Assessment of Scientific and Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, i.e. from the date when he had become due for assessment on completion of the prescribed residency period.
2. If on the date of meeting of the Assessment Committee, an employee is: (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extant thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/ criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.
3. In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Council the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.
4. The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.

5. In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e., the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.
6. In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
7. In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.
8. However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.

The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as under Erstwhile Bye-Law 71 (b), and will come into force w.e.f. 8.5.1998.

9. Since no procedure/provision had been made in cases on whom major penalty of reduction to lower stage in the time scale of pay imposed as specified under item (V) of Rule 11 of CCS(CCA) Rules, the matter was

placed before the GB and the GB at its meeting held on 2.6.2000 approved the following provision effective from the same date from which the revised procedure was made effective, i.e. 8.5.98, for the purpose, which was circulated vide CSIR letter No. 17/66/94-PPS dated 2.8.2000.

“In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty.”

6.9 **Methodology for clearing backlog:** Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

- a) have separate Assessment Committees for each of the years;
- b) get separate Work Reports;
- c) do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

7.0 FASTER TRACK MRIT PROMOTION

7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track merit assessment in the following cases.

- a) The staff in position as on date of approval of the Scheme by Govt. who had acquired the qualifications prescribed for entry level for the next higher Group of grades.
- b) The staff appointed to various technical posts possessing entry level qualifications prescribed for the next higher Group of grades.

(Procedure for Faster Track Promotion is given at Annexure-VI)

- NB:
1. These qualifications could be considered equivalent if the same have been obtained with the Division/percentage of marks as prescribed in the CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Supporting Staff.
 2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Lab./Instt./CSIR HQs.

APAR PROFORME FOR GROUPS-II, III, IV*

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee, may be replaced with the following:-

“Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an interview with the competent authority.”

Annexure-VI

PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of grades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Upto 100% of the eligible persons may be promoted each time.
 - 1.1. For example, if there are persons occupying positions in Group- I(2), i.e. in the Grade Pay of Rs.1800 with qualification of Matriculation/SSLC plus 2 years experience or ITI certificate which are entry level qualifications for Group- II, such persons may be assessed and if found fit be placed in Grade-I(2), i.e. Rs.5200-34800+GP Rs.1900. When they spend 7 years in the grade of Rs.5200-34800+GP Rs.1900, they may be assessed and if found fit be brought on to Grade-I(4) i.e. Rs.5200-34800+GP Rs.2800, thus bringing them to the entry level grade of Group-II.
2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-III shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they, do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is

equal to or higher than the pay of the entry level grade of Group-III (1), they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group-III(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-III or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades i.e. Group-III, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.

- 2.1 For example, if there are persons occupying positions in the grade pay Rs. 1800/- with qualifications of a Bachelor's Degree in Science or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-III grades, such persons may be assessed; and if found fit, may be placed in the grade pay Rs.2800. When they spend 7 years in the grade pay Rs.2800/- thus bringing them to Group-III, grade-1 i.e. Grade-III(1).
3. The staff members in Group-III of grades who have qualifications prescribed for entry level to the next higher group-IV grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades i.e. Group-III. If they do not get promoted the first time they will be eligible for assessment next year. In all, they shall be given three assessment chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than their entry level pay of Group-IV(1), they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Group-IV(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-IV(1) or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to Group-IV(1), if their pay reaches the entry level pay of Group-IV(1).
4. The assessment committee for assessment under the faster track scheme may be constituted with the approval of DG, ICMR
5. The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.
6. The threshold as prescribed in the scheme will not apply in these cases.