



Chapter 25

Extra curricular functions of ICAR employees

25.1 Serving on the Doctoral Committee of Ph.D. students of Agricultural Universities:

- 25.1.1 The following guidelines govern the nomination of scientists to serve on the Doctoral Committee of Ph.D students of Agricultural Universities :
- 25.1.2 The students should be from the same field of specialty as scientists of the ICAR Institutes proposed for the doctoral committee.
- 25.1.3 T.A. and D.A. for the journeys, if any, involved shall be paid by the university.
- 25.1.4 The acceptance of fees, if any to be paid by the university on this account will be governed by the provisions of the F.Rs and S., Rs of the Government of India.
- 25.1.5 It will not in any way adversely affect the work of the Institute.
The number of doctoral committees on which a particular scientist can work may be decided by the Director at his discretion.
- 25.1.7 In case of the Director himself, permission from Director-General, ICAR will be necessary, if the number of cases exceeds five in a year.

ICAR letter No. 11-3/75-CDN(A&A) dt. 8-8-1973)

25.2 Acceptance of examiner ship offered by the various universities

- 25.2.1 The following guiding and regulatory principles are laid down for acceptance of examinerships offered by the various universities, without reference but with intimation to the Council:
- 25.2.2 Not more than 5 examinerships may be accepted in a year by a scientist. But these 5 examinarships will not include such internal examinerships offered to scientists by the research institutes conducting teaching courses and/or by the ICAR for the fellowships examination conducted by the Council.
- 25.2.3 The Directors and other scientists in senior Class-1 scales and above may ordinarily accept examinerships of only graduate and post-graduate levels.
- 25.2.4 The other scientists in Junior Class-1 and below may accept examinerships below degree level also.
- 25.2.5 T.A. and D.A for the journey will be paid by the university concerned.
- 25.2.6 The acceptance and/or grant of honoraria/fees will he governed by the provisions of the Fundamental and Supplementary Rules and other Rules of the Government of India in this regard.
- 25.2.7 The period of absence will be treated as duty.



- 25.2.8 Every case will be decided on merits keeping in view the paramount importance of ensuring that the work of the institute/centre, on which the Director/or the other employees is/are engaged, is not in any way adversely affected by the acceptance of the examinership.

(ICAR letters Nos. 2-76/55-Reorgn. (Admn.) dated 3.1.71 and 28.1.74)

25.3 Membership on the Editorial Board and participation in the editing of scientific and other journals :-

- 25.3.1 In accordance with the provisions of the Central Civil Service (Conduct) Rules, 1964, which the Council is following, mutatis mutandis, no employee shall, except with the previous sanction of the Competent Authority, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication. In view of this, the previous sanction of the competent authority is essential for accepting such assignments. The Directors of the research institutes may grant permission to the scientists and other employees of the institutes to accept editorship/membership on editorial boards of journals published by scientific societies and private organizations, subject to the following conditions:

- 25.3.2 The acceptance of such assignments will not in any way adversely affect the work of the institute.

- 25.3.3 The acceptance of fee, if any, on this account will be governed by the provisions of the FRs and S.Rs and other Rules of the Government of India in this regard.

- 25.3.4 The name of the institute/council should not be associated in any manner in the course of carrying out such assignments.

- 25.3.5 In so far as the Directors of the research institutes are concerned, approval of the Council should be obtained before accepting such assignments.

(ICAR letter No. 2-21/73-Reorgn. (Adm.) dt. 11-10-1973)

25.4 Forwarding/research papers to Scientific Journals:-

- 25.4.1 The following guidelines are laid down in regard to forwarding research papers to Scientific Journals:-

- 25.4.2 All research workers will be encouraged to write up the results of their research work in good scientific journal.

- 25.4.3 For this purpose, the research worker(s) would be required to submit the manuscript of his/her/their research paper(s) to the Director of the Institute or Head of Division in which he/she/they are working, seeking his clearance.

- 25.4.4 The manuscripts of scientific papers should be cleared by the Head of Division in large institutes (Indian Agricultural Research Institute, Indian Veterinary Research Institute and National Dairy Research Institute) and directions in the other Institutes positively within a month from the date of submission of the manuscript by the scientist.



- 25.4.5 All Directors (and Heads of Divisions, Indian Agricultural Research Institute, Indian Veterinary Research Institute and National Dairy Research Institute) shall maintain a register specifically for keeping a record of all such manuscript's cleared (with dates of receipt and clearance of the manuscript).
- 25.4.6 While communicating the clearance of the manuscript, the official number in accordance with the Registrar mentioned above shall be recorded on the approval copy of the manuscript as (Paper No..... from.....(Name of Institute /Division).
- 25.4.7 Where the Head of a Division/Director considers that the paper does not merit publication, but the individual scientist does not agree with that view or where there is undue delay in offering comments, the scientist concerned could forward the paper for publication on his/her responsibility making it explicit in the forwarding letter to the Editor of the Journal that the institute does not hold responsibility for the opinions expressed there in. A copy of the paper should be endorsed to the Head of the Division/Director.
- 25.4.8 If any paper had been withheld in the past by the Director/Head for any reason but the scientist still holds the view that the paper is worthy of publication, he/she may forward the paper to a scientific journal as provided under guideline 25.4.7
- 25.4.9 These guidelines apply only to research papers and not to material of extension value. Papers giving advice to farmers/fishermen/public should be cleared by the appropriate screening committee set up by the institute for this purpose so as to ensure that only well-tested and economically proven results are passed on to farmers/fishermen.

(ICAR letter No. 10-11/77-Personnel-IV dt. 9-11-1977)

25.5 Payment of honorarium for delivery of lectures:-

- 25.5.1 Where lectures are delivered by the Council's employees under any well defined lecture series like the Lal Bahadur Shastri Memorial lectures or Nehru Memorial lectures etc., honorarium as applicable under the rules of these memorial may be accepted if Council's employees give such lectures.
- 25.5.2 Where lectures are delivered in one Institute by scientists from another ICAR Institute, no honorarium is admissible. T.A. and D.A. as admissible may, however, be paid to them.
- 25..5.3 Where a scientist from an ICAR institute is permitted to deliver lecture in an institution outside the control of the ICAR, he is entitled to receive the fee as admissible according to the rules of that institution subject to any limitations under the rules of the ICAR.

(ICAR letter No. 15-9/71-Cdn.II dated 9-8-1971)

25.6 Directorship on the Board of Directors of Public Sector Undertaking.

- 25.6.1 There is no objection to the scientists of the Council taking up the Directorship on the Board of Directors of Public Sector Undertakings, subject to the following conditions:-



- 25.6.2 The competent authority under the Council should be satisfied that the taking up of such assignment will not be detrimental to the efficient performance of duties by the scientists concerned; the competent authority in respect of the Directors of the research institutes and other scientists at the Council's headquarters will be Director-General, Indian Council of Agricultural Research while in respect of the other scientists in the research institute it will be the Directors of the respective research institutes.
- 25.6.3 The approval of the Council should be obtained for allowing the scientists to accept the Directorship and to permit him to attend the meetings of the Board of Directors, so that the period of attendance can be construed as duty.
- 25.6.4 The acceptance of such Directorships will be limited to three at any time.
- 25.6.5 The scientists will not be permitted to accept any sitting fees for attending the meetings of the Board of Directors. They may, however, draw T.A. & D.A. from the Public sector undertakings in accordance with the rules and regulations being followed by them.

(ICAR letter No. 2-13/69-Reorg(Adm.) dt. 23.2.1970)

25.7 Valuers under the Estate Duty Act:

Officers of the ICAR and its Institutes are not allowed to act as 'Valuers' under the Estate Duty Act.

(ICAR letter No. 15-1/71-CDN.II dt. 5--4-1971)

25.8 Limitation to consultancy by an individual scientist/expert.

An individual scientist will not be allowed to accept consultancy for a total period exceeding 45 days in a calendar year while on duty. This limit of 45 days will also include the period spent on individual consultancy.

- 25.8.1 **Relaxation:** If the total period of consultancy in a year exceeds 45 days in an individual case, approval of the Council shall be necessary. Such proposals for relaxation shall be considered on merits. For this purpose, leave of the kind due or extraordinary leave shall be granted.
- 25.8.2 **Unauthorized Consultancy:** Any consultancy undertaken by any individual must be in full knowledge of the Council. Any work undertaken in disregard of the guidelines shall be deemed as unauthorized and will constitute breach of conduct rules. Any amount received by way of fees, honorarium or receipt of any other consideration for doing such unauthorized works shall be liable to recovery by the Council along with interest as applicable to terms deposits in nationalized banks apart from other disciplinary action under relevant rules.
- 25.8.3 The sharing of intellectual fees/consultancy fee is governed by Rules & Guidelines framed by the ICAR on Training, Consultancy, Contract Research and Contract Service in ICAR system.

25.9 Participation in Seminar/Conferences/Workshops :

Not more than 5 examiner-ship may be accepted in a year by scientist and further the



Directors and other scientists in Senior Class-I Scale may be ordinarily accept examinership of only graduate and post-graduate levels. The other Scientists in Junior Class I and below may accept examinership below degree level also.

(ICAR No. 2-76/66 Reorgan.(Adm) dated 5.1. 1971)

25.10 Entrusting non-scientific work to the Scientists

The ICAR Scientists are required to perform various activities such as participation in seminars/conferences/symposiums etc. for dissemination of research as part of their mandated functions. They are also required to attend meetings of selection committees/ interview boards/viva-voce examinations in universities, other public departments and organizations. Currently, there is no specific provision in the rules for regulating such periods of absence. Accordingly it has been decided to regulate the periods of absence of Scientists for the aforesaid purposes as under:-

1. The Scientists who are permitted to attend conferences/ seminars/symposiums etc. within the country with the approval of the competent authority may be treated as an official duty for all purposes.
2. In the case of Scientists who are permitted to attend meetings of Selection Committees/ Interview Boards and to conduct viva-voce examinations of Ph.D students in the State Agricultural Universities etc. within the country, the competent authority may consider granting special casual leave to such Scientists subject to a maximum of 10 days in a calendar year.

(ICAR No. 1(2)/2010-Per.IV dated 7.12.2010)

Entrusting Non-scientific work to the Scientist :

It has been observed that Scientists are functioning as Officer-in-Charge of guest houses etc. in the Institutes. In this connection, it has been decided that wherever Administrative Officers (AAO/AO/SAO/CAO) are in a position, the responsibility of the guest houses etc. should not be entrusted to Scientists. This will enable the Scientists to devote their time in active Science and such routine administrative functions should be discharged by the Administrative Officers (AAO/AO/SAO/CAO).

(ICAR No. 25 (57)/92-IA-IV dated 15.12.1992)

Recently a question was asked in Parliament about scientists being deployed for non scientific work. In this regard, it has been observed that in a fair number of cases scientists have been entrusted responsibilities like Incharge vehicles, Stores, Security, Estate, Guest House, Finance & Accounts Officer, Head of Office etc. While this can be justified at places where regular posts of Assistant Administrative Officer/Assistant Finance & Accounts Officer or other senior Administrative functionaries are not available or to tide over the work during their absence either on leave or tour. However, cases where inspite of the availability of these officers the scientists are being deployed for these functions become indefensible. Scientists constitute specialized manpower and their diversion to



these activities amounts to wastage of scientific manpower. All jobs require a certain amount of theoretical background and practical experience. Functions in administrative and finance are better left in the hands of related professionals. With a view to fulfill the assurance given to Parliament it has been decided to reiterate the earlier instructions and ensure that as far as possible particularly where personnel in Administration and Finance are available with the Institution the responsibilities of Administrative and Finance functions and other non-scientific work of routine nature which is meant to be discharged by these functionaries is not entrusted to scientists, there by diverting them from their main field of activity.

(ICAR No. 6-3/2001-Per.IV dated 2.11.2001)

(ICAR No. 6-3/2001-Per.IV dated 7.7.2003)

(ICAR No. 6-3/2001-Per.IV dated 12.8.2003)