



## भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No.6/3/2016-Admn.II

Dated the 25<sup>th</sup> April, 2017

### Office Memorandum

Subject: Implementation of Merit Based Assessment Promotion Scheme (MBAPS) in Technical Cadre of ICMR – modification/clarification thereof.

After issue of Merit Based Assessment Promotion Scheme on 14.09.2016 further clarification in respect of implementation of the Scheme have been issued vide O.M.No.16/47/2016-Admn-II dated 14.09.2016, dated 06.12.2016 and Office Memorandum No.6/3/2016-Admn.II dated 8<sup>th</sup> February, 2017. Since different parameters were used by various Institutes/Centres of ICMR for recruitment of Technical Staff several representations have been received from employees of Technical Cadre and others on the implementation of Merit Based Assessment Promotion Scheme (MBAPS). A meeting of the Review Committee was held on 29<sup>th</sup> March, 2017 and based on the recommendations of the Review Committee following modifications/clarifications are issued:-

- 1. Implementation date of the Scheme & Placement of Staff:** With regard to Para No.1.1 –of O.M.No.16/47/2016-Admn.II dated 6<sup>th</sup> December, 2016, it is clarified that first assessment of the incumbents who completed requisite years of service i.e. 5/7 years on 31.3.1992 in the Grade would be due for assessment to the next higher grade in the same group in accordance with the prescribed procedure. In this regard it is further clarified that service rendered on regular basis in a grade/pay scale prior to 1.1.1987 shall also be taken into account for counting qualifying service for first Assessment Promotion w.e.f. 01.04.1992.

It is further clarified that in case any employee has been promoted on regular basis after 1.1.1987 and before 31.3.1992 he/she may be given an option to opt for placement from the date of such promotion. In such cases the qualifying service shall be counted from the date of his/her joining the post on promotion.

- 2. Fixation and Protection of Pay:** Instances have come to notice where employees have got promotions under vacancy based system and their pay under MBAPS has been fixed at lower stage resulting in recovery. It is clarified that *wherever there is a drop in pay or emoluments by virtue of assessment, overall pay protection will be admissible and recovery should not be made if his/her overall dues are less than the pay actually drawn by him/her earlier.*
- 3. Placement of Staff in case of merger of two or more Units/Institutes/Centers:** In some institutes advertisements were published at different points of time for identical posts with different qualifications (i.e. degree with DMLT and Matriculation with DMLT). On merger of these Institutes, the employees' seniority was decided

based on the date of their appointment in the grade. However, while deciding placements in MBAPS juniors have become seniors on the basis of higher qualification resulting in disturbances in hierarchal/functional structure. It has, therefore, been decided that in order to mitigate such a situation where two or more Units/Centers/Institutes of ICMR have been merged, the placement may be made uniformly as per designation and pay scale by maintaining service seniority.

**4. Evaluation of Annual Confidential Reports:** Since there was no ACR system for erstwhile Group 'D' employees placed in Group I and in respect of others below 'Bench Mark', ACR grading was not being communicated to the employees following procedure may be followed:

(i). To clear the backlog the erstwhile Group 'D' staff may be assessed on the basis of their last Performance Report. However, from 2016 onward their ACR/APAR shall invariably be maintained.

(ii). Below 'Bench Mark' ACRs which were not communicated may be reviewed by the Competent Authority by following the procedure laid down by the Department of Personnel & Training vide their O.M. No.21011/1/2010- Estt. dated 13<sup>th</sup> April, 2010.

(iii). Wherever ACRs are not available for the assessment period, the Assessment Committee may take into account ACRs of previous years even going to the extent of ACRs in the lower post.

(iv). In case of retired employees, if ACRs have been weeded out, they may be assessed without ACRs on receipt of certificate from the present authority that ACRs have been weeded out, subject to the condition that he/she was clear from vigilance angle at the time of assessment.

(v). Overall grading recorded as "Fair" & "Satisfactory" may be given score at par with "Good".

**5. Relaxation in threshold to Persons with Disability:** Relaxation in threshold as available to SC/ST employee may also be extended to differently able persons provided they fulfil other eligibility criteria.

**6. Inclusion of Drivers, Library and Nursing Staff in Assessment Scheme:**

(i). Considering the rule position and the recommendations of the Review Committee Clause-(b) of point 2 of OM No. 6/3/2016-Admn-II dated 08.02.2017 is modified and replaced as under:

"With effect from the date of separation of the cadre, the existing employees will have an option either to switch over to the new cadre or to continue in the Technical cadre. However, employees opting for their respective cadres shall be eligible for pay protection and shall stand placed as per post held by them at the time of issue

of separate RRs and no further assessment promotion shall be considered in their case. Only vacancy based promotions shall be available to those opting for these cadres.”

(ii). **Placement of Drivers/Driver-cum-Mechanic:** As Drivers/Driver-cum-Mechanics are recruited with entry level scale of pay of Group-II and classified as Group-'C', they may be placed in Group-II, irrespective of the educational qualification possessed by them.

7. **Extension of Assessment Scheme to erstwhile Attendant (Services):** In view of the fact that all existing Group 'D' staff were initially recruited as Attendant and as per requirement of the Institute/Centre/Office their services were utilized in Lab, field & offices, it has been decided to include "Attendant (Services)" in the Technical Cadre if the concerned Director/Divisional Head certifies that they have either performed or are performing Technical work in Lab, Field, Animal facility etc. This will not be applicable to those recruited as MTS (General) after 01.01.2006.

**8. Equivalence of Qualifications and qualification at recruitment:** In order to remove disparity the following should be taken into consideration for placement of staff in the Groups:

(i). Variations in advertisements for recruitment requiring SSC/H.Sc + Certificates/Diplomas from Govt. recognized Institutions will be treated at par with Degree provided total academic period is not less than 15 years (equivalent to 10+2+3 years for a degree course). The qualifying staff will be initially placed in Group-II and after first assessment they shall be placed in Group-III in accordance with clarification given vide O.M. No.6/3/2016-Admn.II dated 8.2.2017 under Point - 5 (ii). The staff with less than 15 years of total academic course, except those who have competed with degree holders, will continue to be in Group-II only.

(ii). **Consideration of advertised qualification for Project on regularization:** In respect of staff recruited under a project for which post was advertised and such a staff was eventually appointed on a post in Technical Cadre against a regular post without advertising the post, their qualification as advertised for the project post may be taken into consideration. Placement of such employees may be made with reference to the qualification, the scale of pay and the post in which his/her service was regularised. However, services rendered under the project will not be counted for assessment purpose.

**9. Introduction of Scale of pay with GP of Rs.5400 in Group-II:** Based on CSIR pattern, ICMR vide OM No.16/47/2016-Admn.II dated 06.12.2016 introduced scale of pay with Grade Pay of 4800/- in Group-II with effect from 08.08.2012. Since, at present, there is no scale of pay with GP of Rs.5400/- in Group II in CSIR, the demand of the staff side has not been agreed to.

**10. Other Issues:**

(i). As recommended by the Review Committee, the Council has not agreed to the reversion to Technical Cadre of Technical staff who had been recruited to Scientific Cadre through direct recruitment.

(ii).The duration of training for Drivers will remain unchanged at three months.

The earlier guidelines/instructions on the implementation of MBAPS in Technical Cadre of ICMR will stand modified to the extent provisions made herein above.

  
(Agnes Xatko)

Assistant Director General (Admn.)

To

1. All Directors/Director-in-Charge of ICMR Institutions/Centres.
2. Shri Rohitash Singh, General Secretary, ICMR Employees Federation.

Copy to:

1. PPS to Secretary DHR, New Delhi.
2. PS to DG/Addl.DG/Sr. DDG(Admn.)/Sr. FA, ICMR, New Delhi.
3. ADGs ICMR Hqrs.
4. Admn. I and II Sections of ICMR Hqrs.
5. Notice Board.