

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-11.

F.No.1(10)/89-WS

Dated: 21/03/1989

A copy of the revised retention schedule pertaining to ICAR as recommended by the National Archives of India, along with the observations and recommendations and prefatory note of the National Archives of India is sent herewith for information and guidance. It is requested that all records pertaining to the sections may be maintained as per the revised schedule.

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(Mohindi Dadlani)
Under Secy.(D)

Distributions:

All Sections/Cells/Units of ICAR including ASRB.

PREFATORY NOTE.

The Records created by the Indian Council of Agricultural Research, New Delhi fall under three categories namely, (i) Records relating to house keeping jobs and Common Office Service Functions, (ii) Records dealing with financial matters and (iii) Records relating to the functions peculiar to the Indian Council of Agricultural Research, New Delhi. These records among other things require proper recording, classification, reviewing and timely transfer to the Departmental Records room or to the National Archives of India, New Delhi as these are essential features of a sound records management system.

2. For recording and classification of files relating to the house-keeping jobs, Common Office Service Records and those relating to financial matters appropriate instructions given in the Records Retention Schedule for Records Common to All Department issued by the Administrative Reforms Wing of the Department of Administrative Reforms, Public Grievances and Pension and Appendix 13 of the General Financial Rules issued by the Ministry of Finance should be followed.

3. The enclosed Retention Schedule which has been vetted by the National archives of India as required under para 79(d) of the Central Secretariat Manual of Office Procedure and para 6 of the Archival Policy Resolution issued by the Department of Culture, Government of India, should be adopted while recording and classifying the records of substantive functions. The recommendations of the National Archives of India regarding retention period are given in column 3 of the Retention Schedule.

4. The present Retention Schedule will be revised after five years to ensure that adequate notice is being taken of the changing and expanding activities of the Indian Council of Agricultural Research.

5. The period of class 'A' and 'B-Keep' files may be reckoned from the date of opening of the files and that of 'C' class files from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the cover of each file.

6. All Class 'C' files should be reviewed by the section concerned while all 'A' and 'B-Keep' files may be appraised by Indian Council of Agricultural Research in consultation with the National Archives of India, New Delhi after 25 years of their life. These files may be transferred to National Archives of India after 25 Years for permanent custody. The 'C' category files may either be granted further extension or upgraded as 'B-Keep' as the case may be. Similarly after 25 years 'B-Keep' files may be upgraded as 'A-Keep'.

7. All Sections are advised to transfer their 3 years old files to the Departmental Records Room so that the precious working space in the sections is not unduly occupied by the semi-current files.

8. Though the Central Secretariat Manual of Office Procedure provides that files should be recorded as and when the action contained therein is completed, but efforts should be made to record all files in the month of January each year. While opening a new file action pending in the previous file should be succinctly reflected on the first page of the Note Portion of the New file. However, files of purely ephemeral nature containing information of little reference or research value may be destroyed after one year without being formally recorded.

9. It is likely that the files grow bulky in the course of their currency, therefore, efforts should be made to keep the routine correspondence such as routine reminders and acknowledgement in a subsidiary file alongwith the main file, so that the former could be

easily weeded out while retaining the main file intact but not unnecessarily bulky. During the current stage of file when either the Note or the Correspondence becomes Bulky (say exceeds to 100 pages), it may be stitched and marked volume I. Further papers on the subject may be added to the new volume of the same file which should be marked vol. II and so on.

10. Every file which has been recorded 'A-Keep', 'B-Keep' and C-10 should carry Index Slips prepared in the manner given under para 75 of the Central Secretariat Manual of Office Procedure. In addition to the subject entries given on the file cover all important items dealt within each file should also be reflected in the index slips. The Departmental Index of files should be compiled on the guidelines given in the Manual of Office Procedure. The Index will facilitate retrieval of information from old files.

11. It should be ensured that four copies each of all printed or cyclostyled reports/proceedings should be deposited with the Departmental Library for reference purposes. In case the proceedings are secret/confidential these may be transferred to Library after their down gradation.

12. To ensure proper implementation of the present Retention Schedule adequate attention should be paid to various provisions laid down in para 95 of the Central Secretariat Manual of Office procedure which stress on the need of preparing monthly progress reports on recording and reviewing of files.

Needless to point out that the whole exercise of preparing the present Retention Schedule will be futile if it is not properly implemented.

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OBSERVATIONS:-

1. Sections are not found maintaining their file registers in the prescribed format.
2. Neither Review nor Weeding of records neither lying in the sections is being done regularly.
3. Sections are not transferring their semi-current records to the records room, with the result that the files are occupying valuable working space in the sections.
4. The records of Indian Council of Agricultural Research are housed in a room on the 5th Floor, Krishi Bhawan, New Delhi. There are about 15000 files and vouchers/including establishment pay bills covering the period from 1929-1975.. Not only dust was seen on the records, but Fire Fighting equipment is also not installed in the record room. There is no proper arrangement for air circulation.
5. A record attendant in addition to his own duties also looks after the Record Room besides his other duties.

RECOMMENDATIONS:-

1. Every Section/Unit should maintain file register in the form given in Appendix 17 of the Central Secretariat Manual of Office Procedure. The date of opening of file, its closing date, classification and the year of review and destructions should be shown clearly.
2. Efforts/ be made to record a file every year. However, in case it is not possible, files should invariably be recorded as soon as action considered therein is completed. A file should not run for more than 100 pages and the practice of/ volumes of a particular file for years together may be discouraged.

/should

/opening

3. Semi-current files which are more than three years old should be transferred to the Departmental record room so that precious working space in the sections may be released to house fresh accruals.

4. The record room should be adequately equipped with fire fighting equipments. Spraying of insecticide like pip, shall Tax, Finit may be carried out. However, care should be taken that it is not sprayed on the records directly.

The dusting of records should also be done regularly, if possible with the help of a electrically operative Vaccum cleaner. Wooden racks and wooden Almirahs should be replaced with iron racks/almirahs, wherever feasible.

5. The Departmental Records Room should be manned by a trained person. He/She may be deputed for a four weeks training course in Records Management at the School of Archival Studies in the National Archives of India, New Delhi. Similarly a Record Attendant may be given training in Repair and conservation of records for eight weeks in the above institution.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
(WORK STUDY SECTION)
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Retention schedule for records pertaining to ICAR

Sl. No.	Description of record.	Period recommended by A.R.C.	Period of retention after classification	Remarks
1.	2.	3.	4.	5.
FOR RECORDS COMMON TO ALL SCHEMES SECTIONS				
1.	Foreign Aid/Foreign collaboration scheme.			B-Keep
2.	Scheme Financed out of excess Funds of the Council.			
	a) Accepted.	3 years after the publication of the report.	C-5 or 1 year the settlement of accounts whichever is later.	
	b) Fiscal records.	-do-	C-3 or 1 year after the audit.	
	c) Progress reports.	-do-	C-1	
	i) quarterly progress reports.	-do-	C-1	
	ii) Annual progress report.	-do-	C-3	
	iii) Rejected Schemes	-do-	C-1	
3.	Release of funds and audited utilisation certificates.			
4.	Plan proposals.			
			C-10	
			C-10	May be retained in the Cdn. Section.
5.	N.C.A. recommendations (follow-up-action)			
			C-5	
6.	Scientific panels.	3 years after the publication of final report	C-5	A master copy may be compiled and the rest be destroyed.

1.	2.	3.	4.	5.
7.	Conference/Workshops	5 years	C-4	Proceedings Research papers may be kept in the library.
8.	All India Coordinated Research Projects.	N.G.	C-5	
9.	Advice on technical matters.	-	C-5	
10.	Reports & Returns.	-	C-3	
11.	Constitution of Review Committee.	-	C-5	
12.	Tours & Tour Notes	-	C-1	
13.	Recommendations of Committees.	-	C-5	
14.	Preparation & updating	N.G.	C-3	
15.	Five Year Plans	N.G.	C-5	
16.	Establishment of New Institutes/NRCs. etc.	N.G.	Keep.	

ASSESSMENT UNIT

	1.	2.	3.	4.	5.
1.	Screening of candidates for the posts filled or direct recruitment basis.		N.G.	C-3	
2.	Representation of its 5 yearly assessment.		N.G.	C-3	
3.	Miscellaneous files.		N.G.	C-3	
4.	Five yearly Assessment of A.R.S. Scientists.		N.G.	C-10	
5.	Assessment proforma		N.G.	C-5	

CO-ORDINATION SECTION

1.	2.	3.	4.	5.
1. Grant of permission to officers of I.C.A.R. to serve on Committee Boards.	C-5		C-5	
2. Participation of I.C.A.R. in Conference and Convention	C-5		C-5	
3. Requests for appointment on various bodies of I.C.A.R.	C-5		C-10	
4. I.C.A.R. Bye-Laws Amendments		A-Keep.	B-Keep.	
5. I.C.A.R. standing Committee on Agricultural Research/Animal Husbandry/Education	C-5		C-5	
6. I.C.A.R. Committee on for agricultural Economics, statistics and marking Research	C-5		C-5	
7. I.C.A.R. Governing Body - constitution & Reconstitution.		B-Keep	B-Keep	
B. Arrangements for meetings, issue of notice circulation		C-5	C-5	
9. I.C.A.R. Rules.		B-Keep	B-Keep.	
0. I.C.A.R. Scientific panels.		C-5	C-10	
1. I.C.A.R. Society		C-5	C-10	
2. I.C.A.R. standing Finance Committee.		C-5	C-10	
3. I.S.I. Committees		C-5	C-5	

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|-----|---|-----|-----|----|
| 1. | 2. | 3. | 4. | 5. |
| 14. | Instructions for the preparation of Schemes, technical programmes & submission thereof. | | | |
| 15. | Reports/Technical | C-5 | C-5 | |
| 16. | Collection and submission of information required by various Ministries/Departments from I.C.A.R. Institutions. | | | |
| | | C-5 | C-5 | |
| 17. | Constitution of Divisional Research Committees. | | | |
| | | - | C-5 | |
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RECORDING OF OR
FOR THE PURPOSES OF
PRESERVATION

CO-ORDINATION (TECHNICAL)

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|--|----|---------|---|
| 1. | 2. | 3. | 4. |
| 1. Patents correspondence with various Institutions. | | B-Keep. | B-Keep. |
| 2. References from Department of Science & Technology/ Department of Scientific & Industrial Research Recommendations. | | C-5 | C-5 |
| 3. Staff Research Council of I.C.A.R. Institutions. (Proceedings). | | C-5 | C-5 A master copy may be compiled & the note destroyed. |
| 4. I.S.I. Sectional Committee. | | C-10 | C-10 |
| 5. Technical progress reports of Research Institutions. | | C-10 | C-10 |

CO-ORDINATION (IMPLEMENTATION)

1.	2.	3.	4.
1. Conference & Seminar held at I.C. A.R.			
	2. I.C.A.R. Advisory Board		
	3. Meetings programme for/ preparation of Agenda.	C-5	C-5
	4. Preparation of brief for Governing Bodies.	C-5	C-5
	5. Proceedings of various meetings.	C-5	C-5
	6. Conference/Workshops.	C-5	B-Keep
	7. Attendance of officers of I.C.A.R. on various meetings	C-5	C-5
	8. Material for high lights of I.C.A.R. Society.	C-5	C-5
	9. Recognition of Research Institutions under Incomes Tax Act 1961 Sections 35(i) (ii) Notification by CBDT	C-5	C-5
	a) Recognised	B-Keep	B-Keep
	b) Rejected.	C-5	C-5

copy
proceed
the Sem
etc. may

A master
of brief
be kept.

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EDUCATION-I

	3.	4.	5.
1. Research fellowship awarded by I.C.A.R. (Both junior & Senior fellowships).			
a) Policy (Rules concerning fellowships) awarded by I.C.A.R.	B-Keep.	B-Keep.	
b) Individual cases	5 years after the completion of audit.	C-3 or 1 year after the audit.	
c) Register.	B-Keep	B-Keep.	
2. Reports & Returns	C-3	C-1	
3. Miscellaneous items regarding junior fellowships.	C-5	C-5	
4. Misc. items regarding senior fellowship.	C-5	C-5	

EDUCATION-II

1. Scientific Panel Proceedings on fellowships	-	C-5	A master copy of proceedings may be kept and rest may be destroyed.
2. I.C.A.R. assistance to Agricultural undertakings.	-	C-10	-do-
3. Vice-Chancellors Conference of Agriculture Universities (Meetings, Agenda)	C-5	C-5	-do-
4. Implementation of U.G.C. pay scale in Agricultural Universities			C-5/B-Keep. Files containing proposal for implementation may 'B' Keep others C-3

1. 2.
3. 4.
5. I.C.A.R. assistance relating to Agriculture Colleges affiliated to Central Universities - BHU, Vishva Bharti, Nehru etc.
6. Five Year Plan Proposal - C-3 or 1 year after the at
7. Board of Management (Minutes, Agenda). - C-5
8. Formulation of 7th Plan proposals. (Meetings of working Group) - C-5
9. Miscellaneous references regarding Agriculture Universities. - C-5
10. Internal Competence Scheme for the Development of Agriculture Universities items. - C-5/B-Keep. Initial Scheme may be marked B-Keep.
11. Norms & Accreditation Committee (Proceedings of the meeting). - C-10
12. Meetings of the SFC /GB of the I.C.A.R. - C-5 May be retain in the originating section.
13. Acts of Agricultural Universities (States Acts for comments). - C-10
14. Internal competence for development of Agricultural Universities. - C-5

5.

EDUCATION-III

2.

3.

4.

5.

Organisation of summer Institute.

C-5

6-3 or 4 year after the audit.

Reservation of seats in Agricultural Universities for State Government/ Union Territory.

-

C-5

Reservation of seats in Agricultural Universities for Foreign Students.

-

C-5

Establishment of Centre of Advance Studies in Agricultural Universities under UNDP.

-

i) Master Plan File

-

B-Keep

ii) Other Misc. File

-

C-3

Scientific Panel on Home Science.

C-5

C-1 (only a master copy may be compiled and kept).

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5. Joint Panel of I.C.M.R. and I.C.A.R. (Indian Council & Medical Research)

C-5

C-1

7. Scheme of creation of professional Chair.

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C-3

Edn. IV Sec.

- | | | | |
|--|----|---------|---------|
| 1. | 2. | 3. | 4. |
| 1. N.A.R.P. Policy matters
(National Agricultural
Research Proposals.) | | B-Keep. | B-Keep. |
| 2. N.A.R.P. Project data | | | C-5 |
| 3. Financial Reports | | | C-1 |
| 4. Meetings of Inter-Disciplinary
Scientific Panel of N.A.R.P. | | | C-3 |
| 5. Workshop file | | | C-5 |
| 6. Research/Review of Studies
for the needs of Agricultural
Research file/reports. | | | |
| 7. Completion reports on
Sub-Projects. | | | C-5 |
| 8. Miscellaneous matters | | | C-3 |
| 9. University Eligibility of
State Agricultural | | | C-3 |
| 10. Project completion Reports | | | C-10 |
| 11. Special sub-project of I.A.R.I.,
New Delhi | | | C-5 |

ENGINEERING CELL

5.

- | | | |
|--|--------|--------|
| 1. Administrative matters -
financial sanction/approval
scrutinising of plans/
estimates. | C-10 | C-10 |
| 2. Institutes files construction
works file | C-5 | C-3 |
| 3. Misc. file | C-1 | C-4 |
| 4. Monthly/quarterly progress
report of CPWD | C-1 | C-1 |
| 5. NARP - National Agricultural
Research project/Development
work of universities. | B-Keep | B-Keep |
| 6. Director's Conference | C-1 | C-1 |
| 7. Various Returns/Meetings. | C-1 | C-1 |
| 8. Major Projects(Above 5 Lakhs). | C-5 | C-5 |

Grant-in-aid Section

1.

2.

3.

4.

1. Release of grants in respect of plan schemes in various departments Universities and other bodies in food crops, horticulture crops, plant protection, Agronomy, Soil Science Water Management, Agricultural Engineering & Education.

N.G.

C-10

2. Financial assistance to agricultural Universities, Krishi Vigyan Kendras.

3 years after the settlement of accounts. C-10

3. Scrutiny of audit certificates and acceptance thereof.

N.G.

C-10

4. Release of funds for the following.

N.G.

C-3

- a) National Fellowships
- b) professional chairs.
- c) SC/ST Post Matric
- d) Scholarship.
- e) Release to Indian Agricultural Societies.)

N.G.

C-3

G.A. Inspection Unit.

4.

2.

3.

4.

Audit and Inspection of accounts of grant-in-aid funds remitted to Agricultural Universities, Academic Universities, State Govts. and other agencies.

N.G.

C-5

10

• Clearance of audited utilisation certificates in respect of grants remitted to the guarantee Institutions.

N.G.

C-5

10

• Review follow-up-action in respect of cases pending with the State Governments.

N.G.

C-5

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• Preparation of agenda items for G.B. meetings in respect of outstanding audited utilisation certificates.

N.G.

C-3

Inspection Unit

- | | | | |
|----|--|------|-----|
| 1. | 2. | | |
| 1. | Internal audit of I.C.A.R. Institutes. | N.G. | C-3 |
| 2. | Audit Reports/Test Audit Reports
Inspection Reports. | N.G. | C-5 |
| 3. | Monitoring of outstanding
advances of the Research Institutes | N.G. | C-3 |
| 4. | Public Accounts Committee. | N.G. | C-3 |
| 5. | Outstanding credit sales | N.G. | C-3 |
| 6. | Follow-up-action on audit Paras. | N.G. | C-5 |

Science Popularisation Unit. (UNDP)

2.	3.	4.	5.
Research material to the mass media.	-	C-5	
Correspondence with the media.	-	C-5	
General Misc. file	-	C-3	
Correspondence with different Institutes/ Universities.	-	C-5	

Human Resource Development

- | | | | |
|----|---|---|-----|
| 1. | 2. | | |
| 1. | Award of senior fellowship | - | 4- |
| 2. | Award of junior fellowship | - | C-1 |
| 3. | Post matric scholarship of Scheduled castes/Scheduled tribes. | - | C-1 |
| 4. | Emerit-us scientists scheme grant of honoraria | - | C-3 |
| 5. | Maintenance of admission in Agricultural Universities. | - | C-3 |

10.

Production.

12

1.

INTERNATIONAL CO-OPERATION-I

- | | | |
|---|--------|--|
| 1. Assignments abroad under F.A.O. and other International Organisations. | C-5 | C-5 |
| 2. F.A.O./I.A.E.A. Training abroad. | C-5 | C-5 A copy of the proceedings of the seminar may be kept in the Library. |
| 3. U.N.D.P. Training abroad & Projects. | C-5 | C-5 |
| 4. International Conferences/Seminars/Workshops. | C-5 | C-5 Research Papers/reports may be retained in the Library. |
| 5. (a) Collaborative Agreements, Bilateral (other than U.S.S.R.) | B-Keep | B-Keep |
| (b) Implementation of programmes in the field of Agriculture etc. | C-10 | C-5 |
| (c) Visit of Foreign delegates | C-5 | C-5 |
| 6. Collaboration with International Institutions I.A.F.A., I.R.R.I. etc. | C-5 | C-5 |
| 7. Cultural Exchange programme. | C-5 | C-5 |
| 8. Colombo Plans | C-10 | C-10 |
| 9. Visit of Foreign VIPs/Scientists | C-5 | C-5 |
| 10. Entertainment of Foreign dignitaries | C-5 | C-5 |
| 11. Bilateral Agreements with | B-Keep | B-Keep. |
| a) U.S.S.R. | | |
| b) Implementation of Programmes. | C-10 | C-5 |
| c) Visit of delegations | C-10 | C-5 |
| 12. Supply of Information | C-5 | C-5 |
| 13. Visit of Indian Scientific Teams other than for participation | C-5 | C-5 |

1.

2.

3.

4.

14. Agreement with International
Institution in the field of
Agriculture (Government)

to keep

to keep

15. Projects for foreign Assistance
(Forwarding of application)

C-5

C-5

16. Membership of Indian
Scientists in International
Organisation.

C-5

C-5

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INTERNATIONAL CO-OPERATION-II

5.	1.	2.	3.	4.	5.
	1.	Vacancies in Foreign Countries.	C-5		C-5
	2.	Request for import Licence received from Agriculture Universities	C-5		C-5
	3.	Supply of seeds to various foreign countries.	C-5		C-5
	4.	Foreign exchange requirements of Agriculture Universities	C-5		C-5
	5.	Ford Foundation	C-5		C-5
	6.	Commonwealth Agriculture Bureau	C-5		C-5
	7.	F.A.O. Vacancies	C-5		C-5
	8.	Fellowship & scholarship	C-5		C-5
	9.	World Bank Assistance	C-10		C-10

Krishi Vigyan Kendra

1. 2.
1. Scrutiny & processing of proposals for establishment of Krishi Vigyan Kendras for submission to the visiting team - C-5
2. Constitution of visiting team for various States/Union Territories - C-10
3. Scrutiny & processing of the recommendation of the visiting teams for submission to the Minister for approval. - C-5
4. Preparation of projects proposals of K.V.K./ICAR for the Planning Commission - C-3
5. Scrutiny & processing of the proposals for release of grants including sanction of additional funds. - C-3
6. Scrutiny & processing of proposals for Construction of K.V.K. buildings. - C-5
7. Examination of M.O.U. and vetting from the legal cell - B-Keep.
8. Scrutiny of progress Reports of Individual - C-5
9. Constitution of the Norms Committee on Transfer of Technology Project. - C-10
10. Constitution of Evaluation Committees of K.V.Ks/T.T. - C-5
11. U.N.D.P.
 - i) Agreement. - B-Keep
 - ii) Rejected cases - C-3

LEGAL CELL

1.	2.	3.	4.	5.
5.	1. Court cases of C.A.R. Headquarters and Research Institutions.	-	C-5	
	2. Land acquisition cases	-	C-5	
	3. Arbitration cases.	-	C-5	
	4. Drafting and vetting of all types of agreements and mortgage deeds	-	C-5	
	5. Execution of lease deeds for building taken on lease	-	C-5	
	6. Implementation of Labour-laws in the Institutions	-	C-5	
	7. Advising I.C.A.R. and its Institutes on Court cases.	-	C-5	
	8. Study of case files involving legal points	-	C-5	
	9. Briefing advocates in all cases.	-	C-5	
	10. Dealing with all Bills of legal fees and expenses in connection with Court Cases.	-	C-5	

F. T. & M. BOARD

WORKING TABLE

1.	2.	3.	4.
1. Five Years Plan Annual Plan		Not Given	B-Keep
2. Committee Meetings		N.G.	C-10
3. Co-ordination of the work of Biotechnology including Biotechnolo- gical Panel.		N.G.	C-10
4. 20 Point Programme.		N.G.	C-10
5. Foreign aided projects		N.G.	B-Keep
6. Policy matters.		N.G.	B-Keep
7. Reports/Returns.		N.G.	C-3
8. Adult Committee Meetings.		N.G.	C-3

PROJECT IMPLEMENTATION UNIT

	2.	3.	4.	5.
	Expeditions implementation of the sub-projects.			
4.	52. Formulation of new sub-projects	-		
B-Keep.	3. Co-ordination in respect of sub-projects monitoring, annual as well as mid-term and all related matters.	-	C-5	
C-10	4. Preparation of sub-projects reports	-	C-5	
	5. Co-ordination with other Governmental agencies/Departments.	-	C-5	
C-10	6. Training of Indian Scientists abroad	-	C-5	
C-10	7. Deputation cases connected with exchange of scientists/specialists	-	C-5	
B-Keep	8. Co-ordination work.	-	C-4	
B-Keep	9. Importation of specialized equipments laboratory items/research instruments.	-	C-5	
C-3				
C-3	10. Indo-USSSP/STI Programme (copy Coordination & Maintaining)	-	C-5	
	11. Indo-U.S. sub-Commission on agriculture working group on Agricultural Research	-	C-5	

PUBLICATION I

	Recommended by I.C.A.R.	Recommended by N.A.I.
1. Sale and Distribution of Council's publications.	C-3	C-3
2. Outstanding Recoveries on account of total sale of ICAR publications.	C-3	C-3
3. Sale promotion and publicity work/Correspondence.	C-3	C-3
4. Returns of cheques to parties.	C-1	C-1
5. Review and weeding out of old records.	C-1	C-5
6. Participation in Book Exhibition, Fairs and Melas.	C-3	C-3
7. Regarding proposal of exploring setting up sales counter of <u>Kuko</u> KAB of the Council	C-5	C-5
8. Procurement of advertisement for Council's journal.	C-3	C-3
9. Maintenance of accounts of publications/advertisement.	C-3	C-3
10. Arranging special newspapers supplements and public relating work.	C-3	C-3
11. Maintenance of Kardex.	C-1	C-1

Remarks	1.	2.	3.	4.	5.
2. Release of advertisement other than DAVP					
13. Accommodation for staff & officers publication section.			C-1	C-1	
14. Complimentary list for supply for I.C.A.R. price etc. priceless publication.			C-5	C-5	
15. Annual Report of the I.C.A.R.			C-1	C-1	
16. Cases of write off loan during the year.			C-5	C-5	
17. Quarterly/half yearly use of Hindi progress report.			C-1	C-1	
18. Sales file/folders of orders from different parties.			C-5	C-5	

PUBLICATION II.

1. Existing assignments to experts (authors) for writing books and work relating thereto upto the final stage of printing books. C-3 C-3
 2. General policy matters relating to Hindi Publications/workshop. B-Keep B-Keep
 3. Reprinting/revision of title, English and Hindi Books. C-3 C-3
- MISCELLANEOUS.
4. Meetings other than publications. C-3 C-3
 5. Publication permission sought for. C-1 C-1
 6. Misc. files. C-1 C-1
 7. Publication Committee Meetings. B-Keep B-Keep
 8. Formulation Committee publication policy. B-Keep B-Keep
 9. Committee on Non-Plan Expenditure. C-10 C-10.

PUBLICATION III

1.	2.	3.	4.
1.	Article for publication.	C-1	C-1
2.	Book for review for publication.	C-1	C-1
3.	Reprints for the IJAS.	C-3	C-3
4.	Permission for reproduction of articles etc. and Misc. files.	B-Keep	B-Keep.
5.	Guard file of Section Officer.	B-Keep	B-Keep
6.	Misc. reference of IJAS and permission for reproduction of articles for IJANS.	C-1	C-1
7.	Special number /issues for Indian farming.	C-1	C-1
8.	Honorarium to the authors for Indian farming.	C-5	C-5
9.	Book review for I.H.	C-1	C-1
10.	Supply of suplimentary copies for I.H.	C-1	C-1
11.	Misc. reference for I.H.	C-1	C-1
12.	Editorial Board for popular research	C-5	C-5
13.	Kheti Puruskar.	C-1	C-1
14.	Periodical Reports to varicus sections policy file and Editorial Board for Hindi Journal.	B-Keep.	B-Keep

1.	2.	3.	4.
15.	New Journals, New schemes, Plan schemes, Policy file on National Board for Hindi journals.	B-Keep	B-Keep
16.	Budget proposal.	C-3	C-3
17.	C/Copies for phal phool.	C-3	C-3
18.	Honorarium for Krishi Chayanika.	C-3	C-3
19.	Proceedings/minutes of various meeting		
	i) Minutes/Progs.	B-Keep	B-Keep
	ii) Other paper.	C-3	C-3
20.	Page ceilings of journals in English and Hindi.	B-Keep	B-Keep
21.	Vacant posts.	C-3	C-3
22.	Circulars.	C-5	C-5
23.	Kheti Puruskar.	C-3	C-3
24.	Royalty Agreements.	B-Keep	B-Keep
25.	Weekly arrears.	C-3	C-3

PUBLICATION IV

1. Block making and storing of. C-5 C-5
2. Production of Technical Books English/Hindi. C-5 C-2
3. Handbook of English/Hindi Production of. C-5 C-5
4. Indian farming- Production of. C-5 C-5 4 copies may be kept in the Library.
5. Indian Horticulture- Production of. C-5 C-5
6. Indian journal of Animal Sciences/Agricultural Sciences-Production of. C-5 C-5
7. Kheti (journal) Production of. C-5 C-5
8. Production of Misc. Production. C-3 C-3
9. Meetings of Scientists panel for publications. C-3 C-3
10. Meeting of SC/ST C-3 C-3
11. Purchase of papers for production of Books/journals. C-3 or one year after the audit. C-3 or one year after the audit.
12. Papers - receipt and supply to various Presses. - do - - do -

1. 2.

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| 13. | Printing consumption accounts. | C-3 or one year after the audit. | C-3 or one year after the audit. |
| 14. | Printing arrangement with various press for Council's publications. | - do - | - do - |
| 15. | DARE Report in English - compilation of. | - do - | - do - |
| 16. | Technical Bulletin in English/Hindi production of. | - do - | - do - |

RECRUITMENT I AND II SECTION.

1.	2.	3.	4.	5.
1.	Assessment of Scientists.	---	C-5	
2.	Review of the Assessment Result of Scientists.	---	C-5	
3.	Induction of Technical Personnel into A.R.S.	---	C-5	
4.	Direct Recruitment of Scientists/S-2 and above/ Technical Personnel C-T-7 and above.	---	C-3	
	i) Application folders of candidates rejected at screening stage.	---	C-1	
	ii) Application folders of candidates recommended for interview.	---	C-5	
	iii) Application folders of candidates recommended/ selected.	---	C-1	
	iv) Main file for each post advertised by the Board.	---	C-5	

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RECRUITMENT III SECTION

1.	2.	3.	4.	5.
1.	Periodical returns/ Annual reports.	---	C-3	
2.	Recruitment rules/TA and Amendments to the rules etc. and medal qualifications.	---	B-Keep for the agency issued the rules and concerned section which will be implementing them other sections not keep only orders weeding out ones the as and when they become obsolete.	
3.	Hindi Teaching schemes/circulars.	---	C-1	
4.	Agenda Proceedings and other papers relating to various meetings.	---	C-1	
5.	Recruitment policy of A.S.A.B.	---	B-Keep.	
6.	Appointments/postings of staff in ASIB & other personal Administrative matters.	---	C-5.	
7.	Technical Service Rules & other related matters.	---	C-5.	
8.	Release of Advertisement for various scientific and Technical posts.	---	C-5.	

AGRICULTURAL RESEARCH INFORMATION SYSTEM CENTRE

1.	Circulars.	C-3	C-3 important circular may be marked B-Keep.
2.	General Miscellaneous.	—	C-3
3.	Budget Estimates.	—	C-3 or one year after the audit, whichever is later.
4.	Meetings and proceedings of scientific Panels and others.	—	C-5
5.	Maintenance of Research Information on Agriculture.	—	C-10
6.	Maintenance of Research Information on Animal Sciences.	—	C-10
7.	Dissèmination of Research Information.	—	C-3
8.	Collection of Information	—	C-3
9.	Central Research Institutes and Soil Conversation Centres I.C.A.R. Information pertaining to Research Projects.	—	C-5
10.	Setting up of computerised Agricultural Research Information Centre.	—	B-Keep
11.	UNISIST Programme.	—	B-Keep
12.	Technical Informations	—	C-1

A.R.S. I

1.	2.	3.	4.
1.	A.R.S. Examination	—	Individual candidates files C-1 after declaration of examination.
2.	Circulars & Returns	—	C-1
3.	Recording & Indexing	—	C-3 *
4.	Printing.	—	C-3
5.	Misc. A.R.S. Exam.	—	C-1

A.R.S. II

1. Exam- rejected fee to rejected/Candidates _____ C-1
 2. A.R.S. Exam. holding of Examination. _____ C-3
 3. Publication of result Regarding. _____ C-3
 4. Brochure containing functions of the sections in I.C.A.R. updating of information _____ C-5
 5. Hindi Salahakar Samiti Hindi as medium of instruction for A.R.S. Examination. _____ C-3
 6. Miscellaneous files. _____ C-3
 7. Printing of question papers for A.R.S. Exam. _____ C-3
 8. Inclusive of discipline of bio-technology in A.R.S. Examinations. _____ B-Keep
 9. Work Study of Cadre student/Cadre strengthen in the clerical cadre at I.C.A.R. _____ C-3
 10. Registration of candidate who apply for A.R.S. Examination. _____ B!Keep
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