



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर
ICAR RESEARCH COMPLEX FOR EASTERN REGION



(भारतीय कृषि अनुसंधान परिषद्, INDIAN COUNCIL OF AGRICULTURE RESEARCH)

ICAR Parisar, P. O. Bihar Veterinary College, Patna - 800 014 (Bihar), India

आई. सी. ए. आर. परिसर, पोस्ट: बिहार वेटनरी कॉलेज, पटना - ८०० ०१४ (बिहार), भारत

फोन सं. २२२८८०५, फैक्स सं. २२२३९५६ Phone No. 2223962 Fax No. 2223956

F. No. IRCER/2012/Estt./1-50/IJSC/1540-43

Dated: 24/08/2021

CIRCULAR

As per Office Order F. No. IRCER/2012/Estt./1-50/IJSC/510-17, dated 16/07/2021, it has been decided to hold election to select Members for Institute Joint Staff Council (IJSC) for 2021-24. The number of persons to be elected in each category is as follows:

- | | |
|--------------------|---------|
| 1. Administrative: | 2 (two) |
| 2. Technical : | 2 (two) |
| 3. Skilled SS : | 2 (two) |

The undersigned has been nominated as Presiding Officer for conducting the election. Accordingly, a form for filing the nomination and an undertaking to be submitted by the contesting candidates are enclosed for commencement of the election proceedings. The schedule for conducting the election is as under:

- | | |
|--|---|
| 1. Receipt of nomination papers: | up to 04 th Sep 2021, 1700 hrs |
| 2. Withdrawal of nominations: | by 07 th Sep 2021 1700 hrs |
| 3. Scrutiny and declaration of valid nominations: | 08 th Sep 2021 |
| 4. Election by secret ballots: | 13 th Sep 2021 |
| 5. Counting of ballots and declaration of results: | 18 th Sep 2021 |

General terms and conditions as under

1. The schedule mentioned above is to be strictly followed. No documents will be entertained beyond the cut-off date and time.
2. The election will be from among the eligible staff members of ICAR-RCER HQ, its Regional Centres/ substations and its KVKs
3. The eligibility of nomination is from the Cadre if he/she does not hold a post equivalent to class A or in the pay scale of Level 10 (VII CPC) or above.
4. A bonafide staff member can either propose or second only one candidate. If he/she signs on more than one nomination form, all nomination forms will be rejected. Below all signatures, signatories' name and designation should be mentioned clearly in CAPITAL letters.
5. The counting of ballots will take place in Committee Room/ Seminar Room and the candidates may be present if they desire.
6. ICAR-RCER HQ staff members may submit the nomination forms to the undersigned and the staff members at Centers and KVKs submit the nomination papers to their respective Heads/ PCs

(SAMIR KUMAR BARARI)
Chief Technical Officer &
Presiding Officer, IJSC Election 2021

Contd 2

Copies forwarded to:

1. The Head ICAR Research Complex for Eastern Region, Research Centre Ranchi, Palandu, Ranchi - 834 010 (Jharkhand).
2. The Head, ICAR Research Complex for Eastern Region, Research Centre for Makhana, Basudeopur Farm, Near Delhi More, Darbhanga - 846 005 (Bihar)
3. The Programme Coordinator, Krishi Vigyan Kendra, ICAR-RCER, Lalganj, Buxar - 802 101 (Bihar)
4. The Programme Coordinator, Krishi Vigyan Kendra, ICAR-RCER, Ramgarh, Mandu, Jharkhand

Kind Cooperation for conducting smooth and fair election of the IJSC is solicited from the above mentioned officials (mentioned above No. 1 to 4). They are also requested to act as Local Presiding Officer and conduct election in respective Centre.

Further, the Circular may kindly given the widest possible publicity. After conducting the election, the following are to be forwarded to the undersigned:

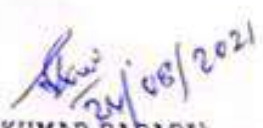
- a) All duly filled Nomination forms
- b) Complete list of Staff Members eligible for nomination to the IJSC
- c) Sealed ballot papers after the election may kindly be forwarded to the undersigned through a special messenger latest by September 16, 2021.

Copies also circulated to

1. Head, Division of CR/LFM/LWM/SEE, ICAR-RCER, Patna
2. PA to Director for kind information to the Director
3. Notice Boards
4. I/C ARIS Cell with a request to upload the information in the Institute's Website.

Encl:

1. Nomination form with undertaking
2. Joint Council Scheme of the ICAR


(SAMIR KUMAR BARARI)
Chief Technical Officer &
Presiding Officer, IJSC Election 2021



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NOMINATION FORM FOR ELECTION (2021) OF IJSC MEMBERS, ICAR–RCER

Name of the Nominee	
Designation & place of working	
Category (Technical/ Administrative/ Skilled SS)	
Date of Joining in ICAR–RCER	
Name, designation and address of Proposer with signature	
Name, designation, address of the Seconder with signature	
Signature of the nominee as a token of his/her consent	

FOR OFFICIAL USE

Nomination form checked and found in order/ not found in order due to the following defect.

(Scrutinized by)

Pl. see reverse.. . .



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**UNDEERTAKING SUBMITTED FOR NOMINATION CONCERNING
ELECTION TO IJSC (2021), ICAR – RCER**

I hereby confirm that I am a staff member under Technical/ Administrative/ Skilled SS Category as on 16/07/2021 i.e. the date of issue of the Office Order F. No. IRCER/2012/Estt./1-50/IJSC/510-17, dated 16/07/2021.

I further declare that I have read the rules governing the constitution of IJSC and I affirm to abide by these rules. I am aware that the decision of the Director, ICAR-RCER, Patna would be binding on me in case of any dispute.

I also understand that in the event of my nomination to the IJSC Member being found invalid, my nomination shall be liable to be cancelled.

Signature _____

Name of the Member _____

Designation _____

Place _____ Date _____

(to be printed on the backside of the nomination form)

JOINT COUNCIL SCHEME OF THE ICAR

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JOINT COUNCIL SCHEME OF THE ICAR

I. OBJECTIVE

1. With the object of promoting harmonious relations and securing the greatest measure of co-operation in matters of common concern and with further object of increasing the efficiency of the service between the Indian Council of Agricultural Research (hereinafter referred to as the "ICAR") in its capacity as 'Employer' and the General Body of its 'Employees', the ICAR have decided to establish a Joint Council Scheme in the Indian Council of Agricultural Research.

II. SCOPE

- | | |
|--|---|
| Staff Covered | 2. The Scheme will cover all persons except those classified as equivalent to Class-A employees of the Central Government or those working in the scale of pay of Rs 700-1300 or above. |
| Scheme to Supplement Existing Facilities | 3. The Scheme will supplement and not supplant the facilities provided to the employee to make individual representation or representations to associations of employees on matters concerning their respective constituent services, grades, etc. |
| Matters Covered under the Scope of the Scheme | 4. The scope of the Council will include all matters relating to conditions of service and work, welfare of the employees and improvement of efficiency in standard of the work in regard to recruitment, promotion and discipline. Consultations will be limited to matters of general principles. Cases relating to individuals will not be considered by these Councils. |

III. CENTRAL JOINT COUNCIL

5. There will be a Council at the ICAR level, called the Formation "Central Joint Council".
6. The Central Joint Council will generally deal with matters affecting ICAR employees mentioned in Rule 2 above. It will not deal with matters of interest exclusively to the employees of a single institute or a unit. Amongst others, it will deal with the following matter:
 - (i) The conditions under which the members of staff are required to work
 - (ii) General principles regulating conditions of service
 - (iii) The welfare of the members of staff
 - (iv) Improvement of efficiency and standard of work
 - (v) Any other similar matter of common service interest

Composition

7.
 - (i) The Central Joint Council will consist of "Official Side" and "Staff Side".
 - (ii) The "Official Side" will have 15 members/including the Secretary, Indian Council of Agricultural Research, Directors of Indian Agricultural Research Institute, Indian Veterinary Research Institute

and National Dairy Research Institute, all Deputy Directors-General. The Director (Finance), The Director (Personnel) and The Legal Adviser, ICAR. The other members of the "Official Side" will be nominated by the Director-General, ICAR. In exceptional cases where it is not possible for a Director of the Institute himself to attend a meeting, he may nominate one of his Joint Directors to represent him only in that meeting.

- (iii) The "Staff Side" will comprise elected members of the staff side of the Institutes and Headquarters Joint Council on the basis of one member from each council, except IARI, IVRI and NDRI, in which cases membership will be three each.
- (iv) The Director-General will be chairman of the Central Joint Council.
- (v) The "Official Side" shall have a Secretary nominated by the Director-General, ICAR. Likewise the staff side shall have its own secretary elected by the staff side.

Membership

Eligibility

8. (i) No person shall be eligible to be a member of a Council unless he is in the service of the Council.
- (ii) The term of membership of a person elected on the staff side of the Central Joint Council from persons covered under Rule 2 above, shall be three years. There shall, however, be no bar to re-nomination of the a member after expiry of his term. The term of three years is subject to the condition that their membership of the Institute Joint Council does not come to an end earlier, in which case they shall cease to be staff representatives on the Central Joint Council from the date they are no longer staff side member of the Institute Joint Councils.

Effect of a Transfer of a Member

- (iii) If a member is transferred from the ICAR or has otherwise become ineligible to continue or to become a member on the staff side of the Institute Joint Council, he will cease to be a member of the Central Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.
- (iv) If a member dies, retires, resigns or is dismissed or removed or promoted or appointed to a post equivalent to Class A or in the scale of pay of Rs 700-1300 or above, he shall cease to be a member on the 'Staff Side' from the date of his death, retirement, resignation, dismissal, removal or such promotion or appointment. Resultant vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

MEETINGS

Frequency

9. (i) The Central Joint Council shall meet at least once in a year.

Quorum	(ii) One-third of the members of the 'Staff Side' shall form the quorum of the meeting.
Notice for Meeting	(iii) The notice of the meeting from the Central Joint Council shall be given by the Secretary of the 'Official Side' in consultation with the chairman at least 30 days prior to the date of the meeting of the Central Joint Council.
	(iv) In case any member has any particular item to be included in the agenda for the Central Joint Council meeting, he will inform the Secretary of the 'Official Side' in writing at least 15 days in advance of the proposed meeting.
Preparation of Agenda	(v) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will also take into account the items proposed by the members and submit the draft to the Chairman for his approval. After approval, the Secretary, will circulate the agenda among the members at least 7 days in advance of the meeting.
Recording and Circulation of Minutes	(vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of 7 days of the holding of the meeting. The latter will place the same before the chairman for his approval and after obtaining the same, he shall circulate it to the members of the Central Joint Council. Further action necessary in connection therewith shall be taken by the Secretary of the Official Side. He shall also report the progress made regarding the implementation of the decision taken by the Central Joint Council at its next meeting.

IV. INSTITUTE JOINT COUNCIL

Formation	10. There shall be a Joint Council in each Institute of the ICAR called the "Institute Joint Council."
Functions	11. The Institute Joint Council will deal with matters of interest exclusively to the employees of a single Institute or its units. The Institute Joint Council will, amongst others, deal with the matters specified in Rule 6 above.

Composition 12 COMPOSITION

- (i) The Institute Joint Council will consist of an 'Official Side' and a 'Staff Side'.
- (ii) The 'Official Side' shall have 6 numbers including the Officer-in-Charge of Administration and the Officer-in-Charge of Accounts. The other members of the Official Side shall be nominated by the Director of the Institute from amongst the officers of the Institute.
- (iii) The members of the Staff Side will be elected directly on the principle of proportional representation by employees of the category which the member represents. The number of members on the 'Staff Side' representing different categories of staff on the

Institute Joint Council shall be determined as 1.1.1979 and thereafter every three years, if considered necessary by the Director-General, ICAR.

Chairman

13. The Director of the Institute will be the chairman of the Institute Joint Council.

Secretary of Official and staff sides.

14. The 'Official Side' shall have a Secretary out of the 'Official Side' members nominated by the Director of the Institute. The Director shall, as and when necessary, nominate any other 'Official Side'. Likewise, the Staff Side members shall have a Secretary, elected by them but he will continue as Secretary of the Staff Side so long as he does not cease to be eligible to become a member of the Staff Side of the Institute Joint Council, in which case the members on the 'Staff side' shall elect another person as Secretary on the 'Staff Side'.

Membership

Term

15. (i) No person shall be eligible to be a member of any Institute Joint Council unless he is in the service of the Institute and does not hold a post equivalent to class A or in the scale of pay of Rs 700-1300 or above.

Effect of Transfer of a Member

- (ii) The term of the membership of a person elected as such on the 'Staff Side' of a Institute Joint Council shall be three years. There shall, however, be no bar to renomination of a member after the expiry of his term.
- (iii) If a member is transferred from the Institute, he shall cease to be a member of the concerned Institute Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

Effect of Death, Retirement etc.

- (iv) If a member dies, retires, resigns or is dismissed or removed or is promoted or is appointed to a post equivalent to Class A or in the scale of pay of Rs 700-1300 or above, he shall cease to be a member on the 'Staff Side' from the date of his death, retirement, dismissal, resignation, removal or on such promotion or appointment. Vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

Meeting

Frequency

16. (i) Each Institute Joint Council shall meet at least once in three months provided that on a requisition duly signed by at least one-third of the members representing 'Staff Side', the Chairman may call a special meeting of the Council. Such special meeting may not be called more frequently than once a month.

Notice for Meeting

- (ii) The Notice of the meeting for the Institute Joint Council shall be given by the Secretary of the 'Official Side' in consultation with the Chairman at least 15 days prior to the date of the meeting of the

Items for Agenda	(iii) Institute Joint Council. In case any member has any particular item to be included in the agenda for the Institute Joint Council, he shall inform the Secretary of the 'Official Side' in writing at least 10 days in advance of the proposed meeting of the Institute Joint Council.
Preparation of Agenda	(iv) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will submit the draft agenda to the Chairman, for his approval. After approval, the Secretary shall circulate the agenda among the members at least five days in advance of the meeting of the Institute Joint Council.
Quorum	(v) One-third of the members of the 'Staff Side' is required to form the quorum for the meeting. (vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of seven days of the holding of the meeting. The latter will place the same before the Chairman for his approval and after his approval, circulate it to the members of the Institute Joint Council. All further action necessary in connection therewith shall be taken by the Secretary of the 'Official Side'. He shall also report the progress made regarding the implementation of the decisions taken by the Institute Joint Council in its next meeting.

V. HEADQUARTERS JOINT COUNCIL

Formation	17. There shall be a Joint Council at the Headquarters of the ICAR, called the "Headquarters Joint Council". 18. The Headquarters Joint Council will deal with matters of interest exclusively to the employees of the Headquarters of the ICAR. The Headquarters Joint Council will, amongst others, deal with the matters specified in items (i) to (v) of Rule 6 above, in so far as it relates to the staff at the Headquarters mentioned in Rule 2 above.
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Composition

19. (i) The Head Quarters Joint Council will consist of an 'Official Side' and a 'Staff Side'.
- (ii) The 'Official Side' shall have six members including Additional Secretary (Admn.) Director (F), Legal Advisor, and Director (Personnel). The other members of the Official Side will be nominated by the Secretary, ICAR, from among officers of the ICAR Headquarters.
- (iii) The members of the 'Staff Side' will be elected directly on the principle of proportional representation by employees of the category which the member represents. The number of the members of the Staff Side representing different categories of staff of the Headquarters Joint Council shall be determined as on 1.1.1979 and

thereafter every three years, if considered necessary by the Director-General, ICAR.

Chairman

20. The Secretary will be the Chairman of the Headquarters Joint Council.
21. The 'Official Side' shall have a Secretary out of the 'Official Side' members nominated by the Secretary, ICAR. The Secretary shall as and when necessary nominate any other 'Official Side' member to function as Secretary 'Official Side'. Likewise, the 'Staff Side' members shall have a Secretary, elected by them, but he will continue as a Secretary of the Staff Side so long as he does not cease to be eligible to become a member of the 'Staff Side' of the Headquarters Joint Council, in which case the members on the 'Staff Side' shall elect another person as Secretary of the 'Staff Side'.

Membership

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|---|---------|---|
| Eligibility | 22. (i) | No person shall be eligible to be a member of the Headquarters Joint Council unless he is in the service of the ICAR Headquarters. |
| Term | (ii) | The term of the membership of a person elected as such on the 'Staff Side' of the Headquarters Joint Council shall be three years. There shall, however, be no bar to renomination of a member after the expiry of his term. |
| Effect of
Transfer of a
Member | (iii) | If a member is transferred from the Headquarters, he shall cease to be a member of the Headquarters Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time. |
| Effect of Death
Retirement | (iv) | If a member dies, retires, resigns or is dismissed or removed or is promoted outside the category in which he was working at the time of election or appointed to a post equivalent to Class A or in the pay scale of Rs 700-1300 or above, he shall cease to be a member on the Staff Side from the date of his death, retirement, dismissal, resignation, removal or on such promotion or appointment. Vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was originally filled. |

Meetings

- | | | |
|-------------------------------|---------|---|
| Frequency | 23. (i) | The Headquarters Joint Council shall meet at least once in three months provided that on a requisition, duly signed by at least one-third of the members representing 'Staff Side', the Chairman may call a special meeting of the Council. Such special meeting may not be called more frequently than once a month. |
| Notice for
Meeting | (ii) | The notice of the meeting for the Headquarters 'Joint Council' shall be given by the Secretary of the 'Official Side' in consultation with |

	the Chairman at least 15 days prior to the date of the meeting of the Headquarters Joint Council.
Items for Agenda	(iii) In case any member has any particular item to be included in the agenda for the Headquarters Joint Council, he shall inform the Secretary of the 'Official Side' in writing at least 10 days in advance of the proposed meeting of the Headquarters Joint Council.
Preparation	(iv) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will submit the draft agenda to the Chairman for his approval. After approval, the Secretary shall circulate the agenda among the members at least five days in advance of the meeting of the Headquarters Joint Council.
Quorum	(v) One-third of the members of the 'Staff Side' is required to form quorum for the meeting.
Recording and Circulation of Minutes	(vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of seven days of the holding of the meeting. The latter will place the same before the Chairman for his approval, and after his approval, circulate it to the members of the Headquarters Joint Council. All further action necessary in connection therewith shall be taken by the Secretary of the 'Official Side'. He shall also report the progress made regarding the implementation of the decisions taken by the Headquarters Joint Council in its next meeting.

VI. MISCELLANEOUS

Framing of Rules	24. The Institute/Headquarters Joint Council, including Central Joint Council may frame rules or develop conventions for the conduct of its business.
Decisions on Agenda Items in Same or Next Meeting	25. (i) The Official Side shall, as far as possible, decide all matters brought for consideration of the meeting of the Joint Council and shall not defer them for more than one occasion for decision at a later date provided that the above stipulation shall cover only such matters the decision of which is within this competence of the concerned Chairman.
Decisions not to Apply where MC/GB Approval Required	(ii) Nothing shall be regarded as decision of any Joint Council unless it is agreed to both by the 'Official Side' and 'Staff Side'. Proposals which have been agreed to by both the sides and which require the approval of Management Committee/Governing Body, will not be considered as decisions till such time the Management Committee/Governing Body has approved of the same.
Power to Appoint Committees	26. All Joint Councils shall have power to appoint Committees to study and report on any matter falling within their jurisdiction and take appropriate decisions thereon.
Disagreement in Institutes/ Headquarters Joint Councils	27. In the event of disagreement between the Official Side and the Staff Side of the Institute Joint Council or the Headquarters Joint Council, the matter may be referred to the Director-General, ICAR for decision. In arriving at a decision, the Director-General shall consider the facts represented by both sides, the prevailing practices, conventions and rules in the Govt

**Arbitration in
Matter of
Disagreement in
CJSC**

of India as well as in other similar organizations and any other relevant matters necessary for the purpose. In case, the 'Staff Side' is not satisfied with the decision of the Director-General, the matter can be considered in the Central Joint Council meeting.

28. All matters relating to pay and allowances, weekly hours of work, leave and service conditions as a class or grade of employees may be referable to arbitration of a Board of Arbitration, consisting of three persons, one each representing 'Staff Side' and 'Official' Side and the third an independent persons as Chairman, if there is disagreement between 'Official' Side of the Central Joint Council and that a request to this effect has been made in writing to the Chairman of the Central Joint Council. Both the Official Side and the Staff Side shall submit a list of five names each of their side to function as arbitrators to the President, Indian Council of Agricultural Research who shall besides nominating a Chairman, will also nominate one person from each panel to function as an arbitrator on the Board of Arbitrations. The award of the Board of Arbitration shall be final and binding on the parties and shall become enforceable on the expiry of 30 days from the date of its pronouncement provided that the award, if referred to the Standing Finance Committee/ Governing Body for their concurrence within 30 days for making the award shall not become enforceable till the expiry of 90 days of making the award.