



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAWAN, NEW DELHI – 110 001

F. No. 12-10/2018-Cdn.

Dated: 21st September, 2022

OFFICE MEMORANDUM

Subject: Implementation of 5 days' working week at all ICAR Institutes

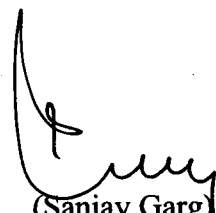
The Indian Council of Agricultural Research (ICAR) has considered the proposal for implementation of 5 days' working week in all ICAR Institutes in the context of improving efficiency at the field level. The matter was also discussed in depth in the Director's Conference held on 13.04.2022 and in the 256th Governing Body meeting held on 30.06.2022.

With the approval of the Hon'ble Union Minister of Agriculture and Farmers Welfare & President, ICAR, taking into consideration, all the related aspects of the proposal, it has been decided to implement 5 days' working week in all ICAR Institutes, w.e.f. **1st October, 2022**, with working days from Monday to Friday, as per the following office timings:

From 9.00 A.M. to 5.30 P.M. with half an hour lunch break from 1.00 P.M. to 1.30 P.M.

All ICAR Institutes shall ensure the following:

1. That, all the essential services for the benefits of farmers will continue uninterrupted.
2. That, the essential services like attending farm, animals, laboratories etc. will be kept operational, the staff working in the fields shall attend to their duties and the Institute employees will attend to the official duties on Saturday, as and when required.


(Sanjay Garg)
Secretary, ICAR

Distribution:

1. All the Directors/ Project Directors of all ICAR Institutes/National Research Centres/ Project Coordinators/Zonal Project Coordinators/Bureaux/ATARIs.
2. PS to Hon'ble Union Minister of Agriculture and Farmers Welfare & President, ICAR.
3. PS to Hon'ble MOS (Agri.) & Vice President, ICAR.
4. PSO to D.G., ICAR/ Sr.PPS to Secretary, ICAR/ PS to FA, ICAR.
5. JS (P)/ JS (Admin)/ JS(TS&GAC)/ JS(F), ICAR.
6. All Sections/ Officers of ICAR Hqrs.
7. PD, DKMA for uploading the O.M. on the ICAR Web site.
8. E-office.
9. Guard file.