



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

F.No. Admn. 14-2/2017-Estt. I

Dated the 03rd April, 2018

To,

Director/Project Director
All the ICAR Institutes/Project Directorate/Bureaux/NRCs/ZCUs

Subject : Review of the position of Skilled Supporting Staff in ICAR system - regarding.

Sir / Madam,

It is informed that a Committee under the Chairmanship of Secretary, ICAR is in the process of review of the positions of Skilled Supporting Staff (SSS) in whole ICAR System. The Committee met on 02.04.2018 and desired the information as to how much strength in the cadre of Skilled Supporting Staff (SSS) can be rationalised as against the existing sanctioned strength.

2. It is, therefore requested that the sanctioned strength of SSS of your Institute may be reviewed by ascertaining requirements after assessing the functioning of each Division of the Institute. While doing so, it may also be kept in view as to which work / function requires technicalities and special skills that can be assigned only to a regular staff and no outsourcing is practically possible for undertaking that work. Routine works like carrying of files and other papers, photocopying, sending of FAX, diary/dispatch, watch & ward duties, opening & closing of office rooms, cleaning, agricultural activities can be carried out by outsourcing. Hence, regular posts of SSS meant for such routine works may be considered for rationalising the strength of SSS. It is made clear that there is no proposal to disturb the SSS already in position and their pay structure or perks and benefits. The objective of the exercise is to rationalise the number of such SSS actually required for smooth functioning of the Institute to achieve its mandated objectives.

3. All this review of sanctioned strength of SSS may be done by constituting a committee at the Institute level and on the basis of its recommendation, a report may be sent with detailed justification and information in the following format:-

S.No.	The indicative category / group of SSS like - Laboratory Attendant / Veterinary Attendant / Breeding Attendant etc.	Sanctioned Strength in the Cadre of SSS	In Position	Proposed Sanctioned strength after review of the position	Rationale for retaining the posts

4. This information may be provided within 15 days latest by 20.04.2018 positively.

Your's faithfully,

(Namrta Sharma)
Deputy Secretary(Admn.)