



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. 3-1/2018-Estt. I

Dated the 25th January, 2018

To,

Director/Project Director

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

Subject : Instructions for officers having Additional charge - regarding.

Sir,

It is noticed by the Competent Authority that the officers who have been given additional charge in Admn./Finance Cadre at different Institutes are not devoting adequate time for additional duty which is causing problem for the Institutes with no officers in administration / finance. This also amounts to non-compliance of directions of the Competent Authority in ICAR.

2. Therefore, in order to ensure that the work of ICAR Institutes run smoothly, it has been decided by the Competent Authority that the officers who have been given the additional charge of other Institutes devote half of their time (3 working days) to that Institute. These three working days shall be decided by the Director of the Institute where these officers are posted on regular basis in consultation with the other Director under intimation to ICAR Hqrs.

3. It has also been decided that the APARs of such officers shall be completed by the Directors of the Institute where they are posted on regular basis after seeking report about their work and conduct from the Director of the Institute of which they are holding additional charge.

4. Accordingly, it is requested to ensure compliance of these instructions.

Your's Faithfully,

(Ravi Chauhan)

Under Secretary(Admn.)

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