ICAR - Directorate of Knowledge Management in Agriculture
Krishi Anusandhan Bhavan-I
Pusa, New Delhi - 110 012

F.No. DKMA/3-4/2014-GAS (pt.)   **Dated: 08.02.2016**

Office Order

It has been decided with the approval of the Competent Authority of ICAR that following officials will be entitled for the official printing of visiting cards:-

1. All Assistants Directors General (ADGs) and officials senior to ADGs at the ICAR Headquarters.
2. Public Relations Officer, ICAR.
3. Directors, Joint Directors and Heads of Divisions at ICAR Institutes.
4. Project Coordinators of All India Coordinated Research Projects and Coordinators of Network Projects.
5. Heads of Regional stations of different Institutes.

The Directorate of Knowledge Management in Agriculture (DKMA), ICAR has been entrusted the responsibility of designing and printing of visiting card in uniform pattern for ICAR Hqrs only. The entitled officer other than ICAR Hqrs may get their card printed at their end. The number of visiting cards may not exceed 300 cards per year for each officer.

It is also decided that those officials who are not authorized for printing of cards can get the cards printed by bearing the cost themselves; however they must also follow the uniform layout and format of the card (uploaded on ICAR website i.e. www.icar.org.in/en/node/10124)

(Hans Raj)
Under Secretary I/C

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2. Public Relations Officer, ICAR.
3. Directors, Joint Directors and Heads of Divisions at ICAR Institutes.
4. Project Coordinators of All India Coordinated Research Projects and Coordinators of Network Projects.
5. Heads of Regional stations of different Institutes.
6. PPS to Addl. Secy. (DARE)& FA (ICAR)
7. PPS to DDG (Edu.), ICAR
8. PS to PD-DKMA, ICAR
9. CPO, DKMA, ICAR
10. Sr. PPS to the Secretary, DARE & DG, ICAR, Krishi Bhawan, New Delhi.
11. All Sections/Divisions of ICAR Hq./KAB-I/KAB-II/NASC Complex.
12. Mrs. Mitali Ghosh Roy, CTO for uploading on ICAR's website.
13. Guard file