

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI

F.No. Admn.7(15)/2018-WS

Dated 20<sup>15</sup> June, 2018

OFFICE ORDER

In pursuance of decisions taken in the meeting of the Training Board of ICAR held on 17.5.18 and recommendations of the meeting convened under the Chairmanship of Special Secretary(DARE) & Secretary, ICAR to review the activities of the Work Study Section and the HRM Unit of the ICAR, it has been decided that :-

1. The Section Officer of Work Study Section and one Assistant from Work Study Section will be transferred to HRM Unit.
2. The only Assistant remaining in the Work Study Section will work on the training related issues of technical staff in the Council as well as ICAR institutes. In addition , this Assistant will also work under SO, Estt.IV Section for dealing with service matters of technical employees of ICAR Hqrs.
3. The training proposals of all administrative staff and Skilled Supporting Staff of ICAR Headquarters will be undertaken/approved by Director(Administration). The training proposal of the administrative staff of the ICAR institutes, on need basis, will also be undertaken/approved by Director(Administration).
4. The training proposals of technical staff of ICAR Headquarters/institutes will be undertaken/approved by DS(TS).
5. The training proposal of Scientific staff of the Council and institutes will be undertaken/approved by Director(Per.).
6. ADG(HRM) will monitor the overall proposal required/undertaken for training and capacity building.
7. The activities of ADG(HRM) must be regularly reported/routed through Secretary, ICAR.

The other activities of Work Study Section are assigned to other sections of the Council as follows:

- (a) OTA for regular Drivers of ICAR Headquarters - Establishment V Section
- (b) OTA for other staff of ICAR Headquarters - Respective Establishment Section
- (c) Night duty allowance for ICAR Hqrs. - Respective Establishment Section
- (d) All matters pertaining to the Public Records Act, 1993 and also Council's Record Rooms at Krishi Bhavan/KAB-I/II, nomination of Record Officer including correspondence with the NAI, SSS posted in Record Room, Departmental Security Officer etc. - DS(GAC)
- (e) The remaining work pertaining to compilation of information etc. may also be dealt with by the Coordination Section(GAC Division)

Sbasg-pla

from pre-merge :-

The Work Study Section will transfer its files within a month's time to the above respective sections.

Accordingly, services of Smt. Anjali Sharma, SO(WS) and Smt. Nita Dhawan, Asstt. may be transferred to HRM Unit. Services of Shri Sanjay Kame, Asstt., Work Study Section may be utilized in Estt.IV Section.

It may be reiterated that the activities of HRM Unit may be regularly reported to/routed through Secretary, ICAR.

S. Dasg - Ma  
(Suparna Dasgupta)  
Under Secretary(WS)

**Distribution :**

1. PSO to Secretary(DARE) & Director General(ICAR).
2. PPS to Special Secretary(DARE) & Secretary, ICAR.
3. PPS to FA(DARE/ICAR).
4. Chairman, ASRB.
5. ADG(HRM)
6. Director(DARE)/Director(Administration)/Director(Per.)/Director(Finance)/  
Director(Works).
7. All officers/Sections of ICAR Hqrs. at Krishi Bhavan/Krishi Anusandhan Bhavan-I &  
II and NASC Complex, New Delhi.
8. All Directors of ICAR Institutes/NRCs/PDs/Bureaux.
9. Secretary(Staff Side), HJSC, ICAR Hqrs.
10. Work Study Section/Estt.IV Section
11. e-office notice board/ICAR Website
12. Guard File.