



F.No.GAC-21-5/2025-CDN

Dated: 18<sup>th</sup> May, 2026

**OFFICE MEMORANDUM**

With the approval of Competent Authority in the ICAR, the following instructions/guidelines have been issued for celebrating foundation days of ICAR Institutes which aim to foster a culture of accountability, transparency and forward planning while reinforcing the Institute's role in strengthening Indian agriculture through science and innovation.

**A. Planning and Theme:**

- a) Foundation Day should be celebrated on the official date of establishment of the respective institute.
- b) Each year, a specific theme aligned with ICAR's strategic goals, national agricultural priorities, and institute mandates should be selected. For example themes include: Sustainable Agriculture, Digital Farming, Agri-Entrepreneurship etc. These themes should contribute towards the larger vision of *Vikshit Bharat 2047*.

**B. Inaugural Session:**

- a) The programme must commence with the rendition of the ICAR song to instil a sense of unity and pride.
- b) The Director or Head of the Institute will deliver a comprehensive presentation highlighting the achievements of the past year. This presentation should cover:
  - Major research breakthroughs and key scientific publications
  - Technologies developed and transferred to stakeholders
  - Extension and outreach initiatives undertaken
  - Capacity building programs, training workshops, and farmer engagement activities
  - Awards, recognitions, and collaborations established during the year
- c) Use of data charts, visuals, infographics, and real-life impact stories (such as farmer testimonials) is encouraged to enhance engagement and provide clarity on the institute's impact.

**C. Roadmap Presentation:**

Following the achievements presentation, a detailed session should outline the strategic roadmap for the upcoming year. Key elements include:

- Priority research areas and upcoming projects, particularly those informed by QRT and RAC recommendations.
- Planned collaborations at national and international levels.
- Targets for technology dissemination and benefits to farming communities.
- Initiatives promoting innovation, entrepreneurship, and startup incubation.
- Institutional development goals covering infrastructure expansion, human resource development, and digitization efforts etc.

**D. Guest Lectures and Expert Panels:**

- a) Eminent scientists, policymakers, or industry leaders should be invited to provide expert insights relevant to the institute's research and outreach focus areas.
- b) Expert panel discussions or interactive stakeholder sessions may be organized to ensure alignment of future plans with expectations and needs of farmers, researchers, and policymakers.

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**E. Awards, Recognitions and Other Arrangements:**

- a) In accordance with Council policy, no awards will be conferred at the institute level. Recognition of special accomplishments or outstanding achievements may be done through certificates and appreciation letters.
- b) Tea and working lunch arrangements should be made for all regular and contractual staff members, as well as invited guests, ensuring cost-effectiveness through due economy measures.

**F. Exhibition and Demonstration:**

- a) Organize exhibitions or stalls showcasing recent technologies developed by the institute, value-added products, and significant research outcomes.
- b) Encourage live demonstrations aimed at farmers and dignitaries to showcase practical applications of technologies and innovations.

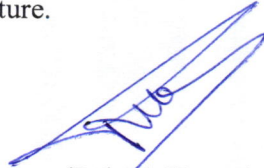
**G. Farmer-Scientist Interface:**

- a) A dedicated interaction session between farmers and scientists should be conducted to gather feedback on the institute's work and assess its ground-level impact.
- b) Inputs and suggestions from farmers and other stakeholders should be collected for incorporation into future plans and programs.

**H. Documentation and Communication:**

- a) The entire Foundation Day celebration must be documented thoroughly through photographs, videos, and detailed reports.
- b) A comprehensive Foundation Day Report summarizing the past year's achievements and the forthcoming roadmap must be compiled and submitted to ICAR Headquarters (concerned DDG) within 15 days.

The Foundation Day of an ICAR Institute represents a significant milestone, serving as an opportunity to reflect on the Institute's journey, celebrate its accomplishments, and strategically set goals for the future. To ensure a uniform and focused approach across all ICAR Institutes, the above-mentioned guidelines/instructions are issued for the observance of Foundation Day. These instructions emphasize showcasing the past year's achievements and presenting a clear roadmap for the year ahead, thereby reinforcing the Institute's contribution towards advancing Indian agriculture.

  
(Rakesh Kumar)  
Under Secretary (CDN)

**Distribution:**

1. All Officers of ICAR Institutes/Project Directorates/NRCs/ATARI,
2. PSO to DG,ICAR/Sr. PPs to Secretary, ICAR/PPS to FA,ICAR.
3. Media Unit for uploading on the ICAR website.
4. Guard file.