



भारतीय कृषिअनुसंधानपरिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषिभवन, डॉ० राजेन्द्रप्रसादमार्ग, नई दिल्ली-110001

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CIRCULAR

Additional Secretary(DARE) & Secretary, ICAR has noticed that Sr. officer at the level of Under Secretary, Deputy Secretary, Director and above are leaving office in the evening without informing the senior officers present in the premises. There may be occasions when the senior officers are wanting to discuss an important issue or there may be some important information require by Cabinet Secretariat, PMO and other authorities including the judicial courts and other statutory commissions. Such information and resolution of issues required disposal of the matter on the same day, which may take few hours more than the limited office hours, which ends at 5.30 PM. Moreover, Government officers are not on duty for eight hours as daily wage workers, and they are supposed to contribute, if required beyond office hours for efficient delivery and disposal of matters pertaining their charges.

In view of the above, all officers in the rank of Section Officer and above are directed not to leave office without informing the senior officers present in the office.

Namrita Sharma

(Namrita Sharma)

Deputy Secretary (Admn)

DISTRIBUTION

1. PSO to Secretary(DARE)&DG, ICAR/PPS to Add. Secretary(DARE) & Secretary, ICAR/PPS to FA, ICAR
2. All DDG/ADG at ICAR Hqrs/ KAB.I & II
3. Sr. Director/Directors/Director(Fin)/Director(Works), Director(OL)/DD(OL)/AD(OL) at ICAR Hqrs/ KAB.I & II
4. Legal Adviser, ICAR
5. All Deputy Secretary/Under Secretary /DD(F)/SFAO/FAO/at ICAR Hqrs/ KAB.I & II
6. All Section officers at ICAR Hqrs/ KAB.I & II
7. Guard file/ Media unit for up-load on ICAR website.



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