

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAWAN : NEW DELHI**

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**CIRCULAR**

As per instructions contained in Chapter-IX of Manual of Office Procedure pertaining to drafting of communications, the name, designation, telephone number, fax number and e-mail address of the officer under whose signature the communication is to be issued, should invariably be indicated on the communications. Despite these instructions, it has been observed that the communication received from some institutes contains only signature of the sender and does not bear the name and other details of the sender. In the absence of these details it has become difficult to identify as to under whose signature these communications have been issued and whether they are competent also to send such letters.

All the ICAR Institutes/NRCs/PDs/Bureaux are requested to ensure compliance of the instructions contained in Manual of Office Procedure as indicated above, without fail.

  
(P. Sakthivel)

Deputy Secretary(WS)

Distribution:-

1. All the Directors of ICAR Institutes//NRCs/PDs/Bureaux
2. All the Officers/Sections of ICAR Hqrs. at KB/KAB-I/II/NASC