



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhawan, Dr. Rajendra Prasad Road
New Delhi- 110001

F.No.ADMN.5/3/2014-WS

Dated: July 23, 2014

To

All Divisional Heads of ICAR Hqrs.-KB/KAB-I/KAB-II/NASC, New Delhi.

This has reference to Cabinet Secretary, Govt. of India's Circular dated 05-06-2014 and subsequent letter dated 10.06.2014 thereupon issued by the Secretary, ICAR. In order to ensure desirable progress the following points may please be seen and Action Taken Report/Compliance may please be sent latest by 30.07.2014 for further necessary action.

Action Point	Action Taken
• Every Department should identify and repeal at least 10 rules of processes and even archaic Acts, that are redundant and would not lead to any loss of efficiency.	
• Every Department should identify forms that are in vogue and shorten them, where possible, to one page only. (Seeking of unnecessary or irrelevant information should be discouraged)	
• Decision making layers should be reduced, to a maximum of four layers.	
• Files and papers should be weeded out in accordance with the rules of record keeping including digitization wherever necessary.	


(KK KULSHRESTHA)
Dy. Secretary (WS & C)

Copy to Shri Hans Raj, ISO, (DIPA) KAB-I for uploading in the ICAR Website.