INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI-110 001
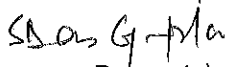
F.No.ADMN/6/6/2015-WS   Dated the 03rd Oct., 2016.

OFFICE ORDER

Director-General, Indian Council of Agricultural Research has been pleased to approve the levels of final disposal in respect of the following items of work dealt with by Work Study Section:-

Sl.No.	Subjects	Competent Authority for final disposal	Remarks
I	II	III	IV
1	Review of Record Retention Schedule for substantive functions of the ICAR Hqrs.	D.G., ICAR	Subject to vetting from National Archives of India, New Delhi
2	Standardization of forms of communication/Forms design and control	D.G., ICAR	-
3	Review of functions of all Sections of ICAR Hqrs.	D.G., ICAR	-
4	Review of cadre strength of dealing hands viz. Asstt./ UDC/LDC at ICAR Hqrs.	D.G., ICAR	-
5	Renaming of Sections	D.G., ICAR	Proposal received from SMD/ Divisional Heads
6.	Nomination of Departmental Security Officer for buildings of ICAR Hqrs., at KB/KAB-I&II/NASC	Secretary, ICAR	Subject to order/ instructions of Govt. of India being followed.
7	Nomination of Nodal officers for AEBAS	Secretary, ICAR	Subject to order/ instructions of Govt. of India being followed.
8	Orders/instructions for implementation of AEBAS at ICAR Hqrs/Institutes	Secretary, ICAR	Subject to order/ instructions of Govt. of India being followed.
9	Nomination of Record Officer/Chief Record Officer under Public Records Act	Secretary, ICAR	-
10	Preparing guidelines for entitlement of OTA hours in respect of employees of ICAR Hqrs.	D.G., ICAR	-

Sd/-
(Suparna Dasgupta)
Under Secretary(WS)

Distribution:-

1. DS(ADMN.), ICAR Hqrs. is requested to include the above items of work in respect of Work Study Section in the compilation of Delegation of Powers.
2. PPS to D.G., ICAR & PPS to Secretary, ICAR
3. All Officers/Sections of ICAR Hqrs., at KB/KAB-I/II/NASC through website only.
4. Under Secretary, e-Governance Cell, ICAR Hqrs. for information of item No. 7 & 8
5. ISO, DKMA for uploading the same to ICAR website.
6. Guard File.