

**Indian Council of Agricultural Research
Krishi Bhavan : New Delhi**

F.No.Admn.5/2/ 2016-W.S.

Dated the 03 January, 2017


C I R C U L A R

In partial modification of Council's circular of even number dated the 27th December, 2016, the Competent Authority has directed that while submitting files to higher authorities, the note recorded on the file should be in the following standard format:-

- 1) **Proposal under consideration on file i.e. the issue(s) involved:**
- 2) **Brief facts of the case:**
- 3) **Acts, Rules and Guidelines applicable and relevant for the subject:**
- 4) **Check-list if any (to be flagged) or part of note, if manageable):**
- 5) **Comments from other Ministries/ Departments/ Divisions on the subject, if required:**
- 6) **Analysis of alternatives (i.e. various course of action) and the reason for best one to resolve the problem:**
- 7) **Exact proposal to be approved:**
- 8) **The authority competent for taking decision in the matter:**

The main note containing these headings should have larger font than the general text and should be bold and highlighted. Rest of the contents of circular of even number dated 27th December, 2016 will remain the same.

All Officers/ Sections are requested to follow the above instructions in letter and spirit while submitting files to higher officers.


(P. Sakthivel)
Deputy Secretary (WS)

Distribution:-

1. All Officers/ Sections of ICAR Headquarters and DARE at Krishi Bhavan, Krishi Anusandhan Bhavan-I/II, NASC Complex, New Delhi.
2. ISO, DKMA for uploading the circular on ICAR website.
3. Guard file: