



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

REMINDER-I

F.No. Admn.7(2)/2023-Estt.II

Dated: 06/04/2023

To

The Director/Project Directors of all ICAR Research Institutes/Project Directorates/
National Research Centers.

Sub: Preparation of Provisional Seniority List and Reservation Rosters in r/o Personal Assistants and Steno. Gr. III in ICAR Institutes-reg

Sir/Madam,

Kind attention is invited towards the Council's letter of even no. dated 13.03.2023 and Council's Office Memorandum and Notification vide F.No. 33-16/2015-Estt.I (R&P) dated 02.03.2023, wherein, the stenographic cadre at ICAR stands unified w.e.f. 01.01.2023 and particulars of incumbent PA and Steno. Gr. III. were sought for preparation of an updated combined seniority list and reservation rosters of Personal Assistant & Steno. Gr. III as on 01.01.2023.

It is informed, that the requisite information in this regard is still awaited from a large number of ICAR Institutes. **It is therefore, requested that the particulars of Personal Assistant and Steno. Gr. III who were in these grades as on 01.01.2023 may please be forwarded to the council latest by 14.04.2023 in the enclosed proforma (Annexure-I for Personal Assistants & Annexure- II for Stenographer Gr. III) on cic.icar2022@gmail.com.** It is also informed that, in case of no sanctioned post of PA/Steno. Gr. III or non-incumbency at the concerned Institute, the information may be sent as 'NIL'.

ICAR institutes who have already forwarded the particulars of the concerned officials at their respective Institutes may ignore this reminder.

This may be treated as most urgent & time bound.

Yours Faithfully,

(Pawan Kumar Ojha)
Under Secretary (Admn.)

Encl. As above

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1. PSO to DG, ICAR/Sr. PPS Secretary, ICAR/PPS to AS&FA, DARE/ICAR.
 2. Social Media and Website Management Unit, DKMA, ICAR for publishing on the Council's Website.
 3. E-Office Notice Board
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Annexure-I

Name of the Institute & Address	Sanctioned Strength in the grade of Personal Assistant as per ICAR Order No. 18.06.2021	Men in Position	S.No	Name of Incumbent	Date of Birth	Education Qualification	Category (UR/SC/ST/OBC/ESM)	PwDs along with category of disability (a,b,c,d or e)	Date of Initial Appointment in ICAR & Grade (DD.MM.YYYY)	Whether Permanent or Temporary	Date of continuous appointment to the grade of PA (DD.MM.YYYY)	Mode of Selection in the Grade of Personal Assistant DR/LDCE/Promotion	Date of continuous appointment to the grade of Stenographer (DD.MM.YYYY)	Remarks
			1											
			2											
			3											
			4											
			5											

Annexure- II

Name of the Institute & Address	Sanctioned Strength in the grade of Stenographer as per ICAR Order No. 18.06.2021	Men in Position	S.No	Name of Incumbent	Date of Birth	Education Qualification	Category (UR/SC/ST/OBC/ESM)	PwDs along with category of disability (a,b,c,d or e)	Date of Initial Appointment in ICAR (DD.MM.YYYY)	Whether Permanent or Temporary	Remarks
			1								
			2								
			3								
			4								
			5								