

Fax Message No. 4462/ICAR HQ
Dated. 11/7/2014
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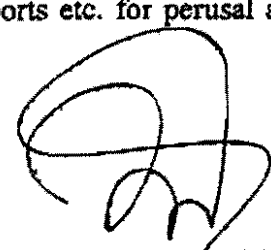
IMPORTANT

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

F.No.DS(WS)/02/2014**Dated: July 1, 2014****To**

**All SMDs/All Divisions of ICAR Hqrs./All Directors of
ICAR Institutes/ Directorates/NRCs**

Kindly find herewith a copy of letter dated June 18, 2014 sent by the Principal Secretary, Prime Minister's Office, New Delhi with regards to scrupulous adherence to timeline/time limits for sending replies/reports etc. for perusal and compliance.


(KK KULSHRESHTHA)
Dy. Secretary (WS)

Encl.: As above

✓ Copy to Shri Hans Raj, ISO, (DIPA) KAB-I for putting in the ICAR Web-Site.



सत्यमेव जयते

नृपेन्द्र मिश्र
Nripendra Misra
Principal Secretary

सचिव (डायरी) एवं म.नि. (भा.कृ.अनु.प.) का कार्यालय
Secy. (DARE) & DG (ICAR)'s Office

डायरी सं./Dy. No. 231 VR 2014
दिनांक/Date 20/6/2014

June 18, 2014

Dear Secretary,

You are aware that there are a large number of issues on which the Prime Minister's Office corresponds with Ministries/Departments. The purpose is usually to seek comments or status reports. Often, these responses are sought within a specific time-frame which is indicated in the request itself. Timelines are indicated based on the context in which the issue arose in the first instance.

2. I would like you to pay special attention to such time bound requests from the Prime Minister's Office and ensure that the required information is sent in time.

3. While there are standing instructions of the Cabinet Secretariat on the level at which responses from Ministries should be approved, it is preferable if responses for which timelines have been mentioned are approved at your level. It is also desirable that the responses are brief, succinct and answer the issue that has been raised.

4. I hope you will appreciate the importance of this matter.

With regards,

Yours sincerely,

[Nripendra Misra]

Dr. S. Ayyappan
Secretary, DARE & DG, ICAR
Krishi Bhawan
New Delhi

Secy(D) & DG, ICAR
ASD & Secy, ICAR

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