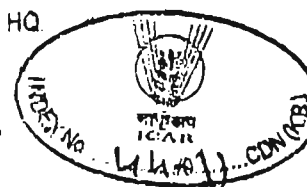


Fax Message No. 1880 /ICAR HQ

Dated 18/3/2011

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**Indian Council of Agricultural Research  
Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi**

**Administrative Circular 5/2011**

F.No.10(2)/2011-W.S.

Dated the 18<sup>th</sup> March, 2011

**Subject: Responsibility of ICAR officers who have been nominated to various committees by the ICAR or are members of such committees ex-officio.**

ICAR officials at various levels are members of committees formed by other Ministries/Departments by virtue of either being nominated by the ICAR, or by virtue of the position that they hold, i.e., that they are members ex-officio. Sometimes these committees may be statutory committees, such as GEAC, and sometimes they may be committees set up under bye-laws or rules, such as ASRB, and, sometimes, these committees may have been set up to deal with, or decide, specific issue(s).

2. It is self-evident that ICAR officers are members of such committees by virtue of being officers of the ICAR, and not in their individual capacity. Therefore, the views that they express at these meetings have to be the views of the ICAR and not their personal views.

3. It is, therefore, expected that all issues where ICAR's stand is not well-known or enunciated, or in case of sensitive issues, or in any matter on which the concerned officer may have some doubt, the officer representing the ICAR is expected to get a briefing from his/her superior before the meeting, and he/she present himself/herself for debriefing by the concerned superior after the meeting. In other words, the officer immediately superior to the officer who has attended the meeting on behalf of ICAR, should be aware of what was discussed in the meeting and what transpired, and what decisions were taken.

4. The above instructions are to be complied with by the officers of ICAR in accordance with their sense of judgment and responsibility. However, in case of committees set up under the Statute or under the bye-laws, the procedure of briefing and de-briefing should be formalized in all institutions and at hqrs., at the SMD level.

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5. All SMDs, ADGs and Directors of the Institutes are requested to sensitise their colleagues on the contents of this circular, and ensure its compliance.

6. The above instructions are to be complied with strictly, and issue with the approval of Secretary, DARE & DG, ICAR.

  
( RAJIV MEHRISHI)

**Addl. Secretary, DARE & Secretary, ICAR**

**Distribution:**

1. SPPS to Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR
3. PS to AS&FA, DARE
4. SA to Chairman,
5. All DDGs/ADGs
6. ND, NAIP/NCs, NAIP
7. Directors/Project Directors of ICAR Research Institutes/project Directorates/NRCs/Bureaux
8. PD, DIPA
9. All Directors/Deputy Secretaries/Secretary, ASRB/Under Secretaries at ICAR Hqrs.
10. ADG (Coord.)
11. Shri Hans Raj, Information System Officer, DIPA, KAB-I for putting in the ICAR website
12. All officers/Sections at ICAR Hqrs./KAB I and II
13. Cdn. Section for giving Index number