

Through -Email



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No. F. 6-19/2022-Adm.II

Dated : 27/9/2022

ENDORSEMENT

The ICAR has issued Office Memorandum for implementation of 5 day's working week at all ICAR Institutes w.e.f. 01<sup>st</sup> Oct.,2022 in the context of improving efficiency at the field level vide ICAR OM No. 12-10/2018-Cdn. dated 21<sup>st</sup> September, 2022. As approved by the Competent Authority this information has been endorsed to all Scientific/Technical/ Administrative and Skilled Supporting Staff of ICAR-CAZRI, Jodhpur and its CAZRI-Regional Research Stations/KVKs for information and compliance.



( RAMDEEN )  
SENIOR ADMINISTRATIVE OFFICER

Distribution:-

1. All the Head of Div.I/II/III/IV/V/VI, CAZRI, Jodhpur for information.
2. All the Head, CAZRI-RRS, Pali/Bikaner/Bhuj/Jaisalmer/Leh.
3. The Head, KVKs/Jodhpur/Pali/Bhuj./P.S.to Director/CAO(SG)/Sr.A.O-I/II/AO(Bill) /Adm..
4. The In-charge-PME Cell/Rodent Control/AKMU with the request to upload this endorsement on CAZRI Intra.
5. The Comptroller/ F&AO- Audit-I/II/III.
6. The DD (OL), CAZRI, Jodhpur.
7. The Asstt. Adm. Officer (Adm.I/II/III/IV/V& Legal), CAZRI, Jodhpur.
8. The In charge-Central Research Farm/Workshop/Library/ Maintenance/ Guest House/Hostal/ Canteen.
9. The Under Secretary (NRM), ICAR- Krishi Anusandhan Bhavan-II, Pusa, New Delhi-110 012 for information.



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI – 110 001

F. No. 12-10/2018-Cdn.

Dated: 21<sup>st</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject: Implementation of 5 days' working week at all ICAR Institutes**

The Indian Council of Agricultural Research (ICAR) has considered the proposal for implementation of 5 days' working week in all ICAR Institutes in the context of improving efficiency at the field level. The matter was also discussed in depth in the Director's Conference held on 13.04.2022 and in the 256<sup>th</sup> Governing Body meeting held on 30.06.2022.

With the approval of the Hon'ble Union Minister of Agriculture and Farmers Welfare & President, ICAR, taking into consideration, all the related aspects of the proposal, it has been decided to implement 5 days' working week in all ICAR Institutes, w.e.f. **1<sup>st</sup> October, 2022**, with working days from Monday to Friday, as per the following office timings:

**From 9.00 A.M. to 5.30 P.M. with half an hour lunch break from 1.00 P.M. to 1.30 P.M.**

All ICAR Institutes shall ensure the following:

1. That, all the essential services for the benefits of farmers will continue uninterrupted.
2. That, the essential services like attending farm, animals, laboratories etc. will be kept operational, the staff working in the fields shall attend to their duties and the Institute employees will attend to the official duties on Saturday, as and when required.

  
(Sanjay Garg)  
Secretary, ICAR

Distribution:

1. All the Directors/ Project Directors of all ICAR Institutes/National Research Centres/ Project Coordinators/Zonal Project Coordinators/Bureaux/ATARIs.
2. PS to Hon'ble Union Minister of Agriculture and Farmers Welfare & President, ICAR.
3. PS to Hon'ble MOS (Agri.) & Vice President, ICAR.
4. PSO to D.G., ICAR/ Sr.PPS to Secretary, ICAR/ PS to FA, ICAR.
5. JS (P)/ JS (Admin)/ JS(TS&GAC)/ JS(F), ICAR.
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