



**ESTABLISHMENT-V SECTION
ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL-132001 (HR.)**

स्थापना-5 अनुभाग
भा0 कू0 अनु0 परि0-राष्ट्रीय डेरी अनुसंधान संस्थान
करनाल-132001

फा. सं.: E-V/Circular/2024/215 (e-37848)

दिनांक: 23.06.2026

परिपत्र/CIRCULAR

विषय/Subject : प्रशासनिक एवं लेखा अधिकारियों की बैठक की कार्यवाही का प्रसारण -- सूचना एवं अनुपालन हेतु /Circulation of Proceedings of the Meeting of Administrative and Accounts Officials - reg.

दिनांक 19.05.2026 को निदेशक, भाकृअनुप-एनडीआरआई, करनाल की अध्यक्षता में आयोजित प्रशासनिक एवं लेखा अधिकारियों की बैठक की कार्यवाही सूचना एवं आवश्यक अनुपालनार्थ संलग्न प्रेषित की जाती है।

The proceedings of the meeting of Administrative and Accounts Officers, held on 19.05.2026 under the chairmanship of the Director, ICAR-NDRI, Karnal, are enclosed herewith for information and necessary compliance.

सभी संयुक्त निदेशकगण, प्रभागाध्यक्ष, अनुभाग प्रभारी तथा संबंधित अधिकारी /कर्मचारी से अनुरोध है कि कार्यवाही में निहित निर्देशों का अपने अधीनस्त कर्मचारी में प्रसारण सुनिश्चित करें तथा उनका अनुपालन कराएं। विशेष रूप से समय पालन, कार्यों के समयबद्ध निस्तारण, अनुशासन, उपस्थिति एवं आवागमन की निगरानी, लंबित मामलों में कमी, मितव्ययिता उपायों के पालन तथा जहां लागू हो, कार्यान्वयन प्रतिवेदन (ATR) प्रस्तुत करने पर ध्यान दिया जाए।

All joint Director, Heads of Divisions, Section In-charges and concerned officials are requested to circulate the instruction among the staff under their control and ensure compliance with the decisions/ instructions contained therein, with particular emphasis on punctuality, timely disposal of work, discipline, monitoring of attendance and movement, reduction of pendency, adherence to austerity measures and submission of ATRs, wherever applicable.

इसे अत्यंत महत्वपूर्ण मानते हुए अक्षरशः अनुपालन सुनिश्चित किया जाए।

This may be treated as Most Important and compliance ensured in letter and spirit.

12/7/24
23.6.2026

मुख्य प्रशासनिक अधिकारी

Enclosed-As above

प्रेषण/Distribution:

1. सभी विभागाध्यक्ष/अनुभागाध्यक्ष, एनडीआरआई, करनाल - उनके अधीन कार्यरत समस्त कार्मिकों के मध्य प्रसारित करने हेतु।

All HODs/Sections, NDRI, Karnal for circulating the same amongst all the staff members working under them.

2. निदेशक के प्रधान निजी सचिव- निदेशक, आईसीएआर-एनडीआरआई, करनाल के सूचनार्थ।
PPS to Director for information of the Director, ICAR-NDRI, Karnal.
3. प्रधान निजी सचिव-संयुक्त निदेशक,(प्रशासन)--संयुक्त निदेशक, (प्रशासन), भाकृअनुप-एनडीआरआई, करनाल के सूचनार्थ।
PPS to Joint Director(Admn.)-- for information of the Joint Director(Admn), ICAR-NDRI, Karnal.
4. प्रधान निजी सचिव-संयुक्त निदेशक,(शैक्षणिक)--संयुक्तनिदेशक, (शैक्षणिक) भाकृअनुप-एनडीआरआई, करनाल के सूचनार्थ।
PPS to Joint Director(Acad.)-- for information of the Joint Director(Acad.), ICAR-NDRI, Karnal.
5. प्रधान निजी सचिव-संयुक्त निदेशक (अनुसंधान)--संयुक्त निदेशक (अनुसंधान) भाकृअनुप-एनडीआरआई, करनाल के सूचनार्थ।
PPS to Joint Director(Res.)-- for information of the Joint Director(Res.), ICAR-NDRI, Karnal.
6. प्रभारी, कंप्यूटर केंद्र - संस्थान की वेबसाइट एवं ई-ऑफिस सूचना पट्ट पर अपलोड हेतु।
I/C Computer Centre-- for uploading this circular on the Institute website/E-Office Notice Board.

PROCEEDINGS OF THE MEETING OF ADMINISTRATIVE AND ACCOUNTS OFFICIALS HELD ON 19th May, 2025

A review meeting was convened under the Chairmanship of **Dr. Dheer Singh, Director, ICAR-NDRI, Karnal**, on **19th May, 2025 at 12:00 Noon** in the **Dr. N.N. Dastur Auditorium**. The primary objective of the meeting was to apprise the officers and staff of the Institute regarding vital directives on administration, institutional functioning, governance, and official procedures recently communicated by the **Honourable Director General (DG), ICAR**, during his high-level meeting with the Directors of all ICAR Institutes and senior officials of ICAR and DARE. Another agenda related to action on advisory for adopting due economy and taking austerity measures for promoting resource conservation was also discussed.

The meeting was attended by the Joint Director (Academic), Joint Director (Research), Comptroller (CFAO), Chief Administrative Officer (CAO), and administrative cadres across all tiers, including Senior F&AOs, Administrative Officers (AOs), Assistant Administrative Officers (AAOs), PPS, PS, Pas, Assistants, UDCs, and LDCs. Based on the discussion and suggestions following actionable points have been identified for compliance.

- The Director emphasized that maintaining absolute punctuality is non-negotiable. All staff members must adhere strictly to official working hours.
- Proceeding on leave without prior formal approval is an unacceptable practice. Except in unforeseen emergencies, leaves must be sanctioned in advance by the competent authority.
- To monitor short-duration absences during office hours, a mandatory Movement Register shall be maintained in every section/division. Any staff member leaving their desk for short durations must record their time of departure/return, purpose, and obtain explicit prior approval from their respective Head/In-charge when moving outside institute campus.
- To expedite governance, no file or official communication shall be held by any desk/official for more than 48 hours (2 Working days). Immediate, proactive action must be taken on all receipts.
- Accountability must be enforced at every tier of the administrative machinery. Delays or casual handling of administrative matters will be viewed seriously, and responsibility will be fixed on the erring official.

- All Section In-charges and Senior Officials must actively monitor and ensure the seamless, efficient day-to-day functioning of their respective offices. It may become mandatory to provide information for the proposed Dashboard of the ICAR.
- Senior officials are directed to ensure that every employee is actively delivering high-quality output strictly aligned with their allocated desk work and duty charts.
- If gaps in efficiency are identified, the administration will arrange tailored training programs with the approval of the competent authority. Special focus will be given to newly joined and promoted staff to orient them with their upgraded responsibilities, financial/administrative rules, and digital workflows.
- No staff member can refuse or deny any officially assigned work under the pretext of lacking specialized skills. It is the responsibility of the staff to adapt and learn, supported by institutional training when necessary.
- Senior officials must work towards Zero-Pendency Target. All pending administrative cases, service matters, clearances, and financial disposals must be cleared and resolved on top priority at the earliest. Moving forward, no pending items should be carried over unnecessarily. Files must be cleared dynamically to maintain a clean ledger across all administrative branches.
- Section/Office In-charges shall be held directly accountable for the daily functioning, attendance, discipline, and overall work performance of the contractual staff deployed in their respective domains.
- As part of workplace discipline and security compliance, all staff members—including permanent employees and contractual personnel—must prominently wear their official Identity Cards at all times while on campus. It will also assist in identifying the staff of the institute and outsider. During the SOC, it was mentioned that all staff including the contractual staff have to bear the identity card.
- Officials and staff are advised to follow the economy and austerity measures as per the office memorandum vide F. No. D-13011/1/2026-Personnel-IV-ICAR Hq (E. Comp. No. 424435) dated 15th May, 2026 including use of public transport, pooling of vehicles, bicycle and other fuel saving measures; avoid foreign visits, domestic tours, arrangements for online meetings, optimum use of resources such as electricity, water, and act as responsible citizen of the nation.

Further, asked the officials to submit an Action Taken Report (ATR) on regular basis as per the points discussed and agreed.

In his closing address, the Director reiterated that the reputation of ICAR-NDRI as a premier national institute relies heavily on a swift, transparent, and disciplined administrative backbone. He complemented the administrative officers and staff for their constructive role in the success of the organization. He urged the entire administrative and accounts fraternity to internalize these core directives of ICAR/DARE and execute them in letter and spirit to usher in enhanced institutional efficiency.

The meeting concluded with a vote of thanks to the Chair and all attendees.

Copy for information and strict compliance to:

1. All Joint Directors / Heads of Divisions / Section In-charges, ICAR-NDRI, Karnal.
2. Comptroller (CFAO) / Chief Administrative Officer (CAO).
3. All Sr. F&AOs / F&AOs / AOs / AAOs.
4. PS to the Director, ICAR-NDRI, for the kind information of the Director.
5. All Administrative Staff (Assistants, UDCs, LDCs, Stenographic Cadre) via internal circular portal.
6. Guard File.