



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

1(4)/2024-Vig.II (E-297128)

Dated: 1st January, 2026

CIRCULAR

Subject: Ensuring Regular Monitoring of Statutory Payments under EPF and ESIC-reg.

As you are aware, correct and timely deposit of statutory payments under the Employees Provident Fund (EPF) and Employees State Insurance Corporation (ESIC) is mandatory to ensure compliance with Government of India regulations as also to safeguard the welfare of personnel engaged in various activities of ICAR Institutes/Directorates/Bureaux/ATARIs, whether engaged/employed directly by the Institute or any outsourced agency/contractor under any category of service.

2. In this context, all ICAR Institutes/Units are directed to ensure the following:-
 - a. That monthly verification is carried out to confirm correct and timely deposit of EPF and ESIC contributions by the concerned authority/agency as per the existing rates;
 - b. That no payment is released to the agency/contractor without verification of proof of statutory compliance;
 - c. That all compliance records - copies of Challans, ECR statements, wage registers, attendance sheets, and contribution records etc – are obtained and maintained for production to Audit and Internal review teams. Such records are to be retained as per applicable document retention schedule.
3. The above aspect is to be monitored and verified by the Head of the Finance and Administration Wings and reviewed by the Director/Head of the Institute/Unit. Any lapse in monitoring, enforcement and compliance with these statutory obligations would be viewed seriously and dealt with as per applicable Administrative/Conduct rules.
4. Employees are reminded that vigilance is not confined to punitive measures but is primarily preventive and proactive. Preventive vigilance entails strict adherence to established rules and procedures, while proactive vigilance requires foresight and responsibility in avoiding situations that may lead to conflict of interest or violation of conduct rules.
5. All employees are advised to exercise due diligence. This circular is issued to reinforce awareness and promote a culture of compliance, integrity and proactive vigilance across the organization.

This issues with the approval of the competent authority.

(Sanjeev Kumar)
Under Secretary (Vigilance-II)

Distribution: -

1. All Directors of ICAR Institutes for strict compliance.
2. PD, DKMA - with the request to upload the circular on the ICAR website.
3. JS (Personnel & Technical)/ Director (Administration)
4. E-Office Notice Board

Note: All concerned may download this circular as required. Physical copies are not being distributed.