



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001

F.No. Admn.13-1/2024-R&P (I)

Dated 16th June, 2026

CIRCULAR

Sub: Review of level of final disposal to reduce channel of submission of files/proposals at SMDs/Divisions/Units at ICAR Hqrs. - reg.

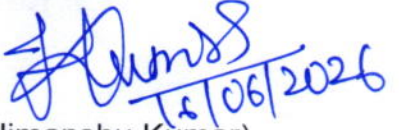
Attention is invited to Council's OM of even number dated 15.01.2024, whereby the final Approving Authority and indicative workflow for channel of file submission for various administrative matters, related to Establishment, Cash, DDO, CGHS etc. at ICAR HQ were rationalised. It was also advised in the said OM that all the Sections/Divisions (including SMDs/Independent Units) at ICAR Hqrs. should ensure to comply with the maximum 03 levels of submissions for a proposal during file movements and approval should be done maximum at fourth level by the Approving Authority i.e. Competent Authority in the concerned matter. However, it has been observed by the DG, ICAR that files are still being routed through more than 4 levels, which has been viewed seriously, as it is being monitored at the highest level of Govt. of India.

2. Therefore, it has been decided by the Competent Authority that all the Subject Matter Divisions (SMDs), independent Units and other Divisions/Sections at ICAR HQ shall finalise their channel of submission of files/proposal, in a manner that in no case, the channel of submission shall exceed three levels, except in cases involving complex/important policy matters. The proposal/file should reach the Approving Authority i.e. Competent Authority in the matter within maximum 3 levels of file submission. For the ready reference and ease of finalising the workflow, an illustration of indicative workflow for SMDs is attached as Annexure.

3. While defining the channels for disposing of the cases in accordance with the specified levels, it should be ensured that the concerned SMDs/Divisions/Sections shall follow the due procedure/process and keep in view the requirements laid down in the relevant rules, regulations and other instructions issued by the Government/ICAR from time to time including the need for consulting any Division/Unit of ICAR Hqrs./DARE, like IFD, SMDs, Personnel/Administration/Technical Service/Vigilance Division, Law Section, IPTM Unit etc., wherever required. After following due procedure of mandatory consultation, final proposal/case/file should reach the Approving Authority i.e. Competent Authority in the matter within maximum 3 levels. Heads of Divisions/Units at ICAR HQ are requested that they may personally ensure compliance and issuing necessary internal instructions within their respective offices.

4. The above exercise may be completed at the earliest and a copy of the internal order/office instructions so issued by the concerned Divisions may be furnished by 30th June, 2026 for further submission to the Competent Authority.

5. This issues with the approval of the Competent Authority.


(Himanshu Kumar)
Under Secretary (Admn.)

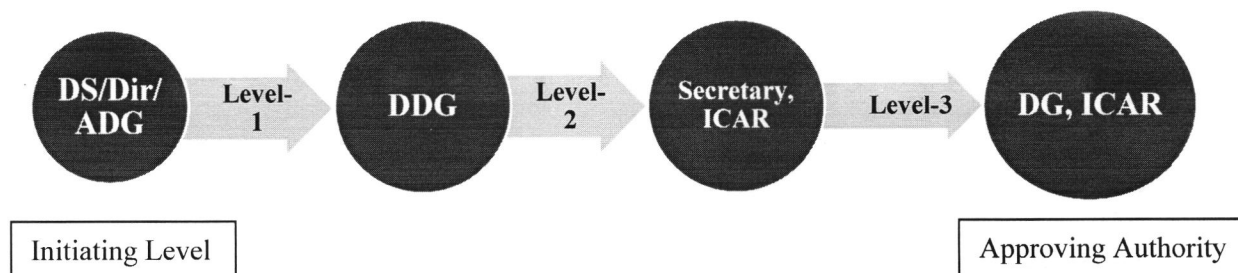
Distribution:

1. DDGs of all SMDs at ICAR HQ
2. All ADGs of Independent Units/All Heads of Divisions/Sections of ICAR Hqrs.
3. PSO to DG, ICAR/Sr. PPS to Secretary, ICAR/PPS to FA, DARE/ICAR.
4. E-Office Notice Board.
5. Media Unit, ICAR- for uploading on ICAR website.

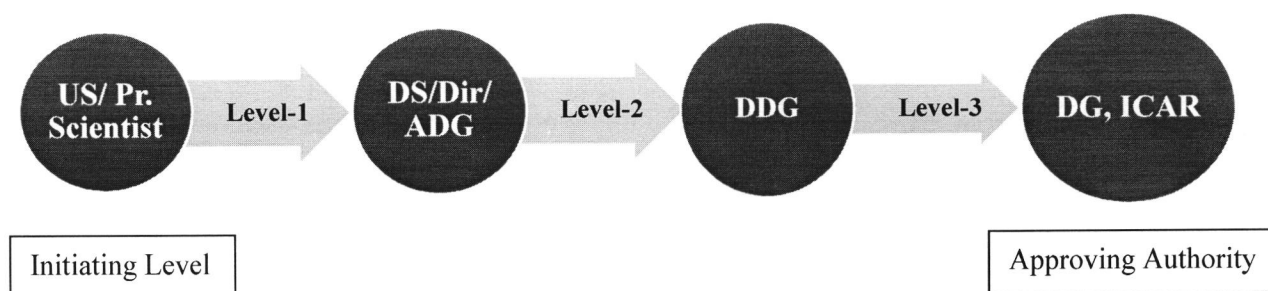
Note:- Please download the copy of this OM according to the requirement as the same is not being distributed physically.

Illustration : Workflow for Processing of Files/Proposals

Case-1: Proposal/file submitted to DG, ICAR through Secretary, ICAR, where DG, ICAR is the Competent Authority



Case-2: Proposal/File submitted directly to DG, ICAR, where DG, ICAR is the Competent Authority



Note:

1. The above workflow is indicative only and **each SMD** may similarly define the workflow for processing of various proposals/cases from the initiating level to the Approving Authority (Competent Authority), ensuring that the channel of submission does not exceed maximum three levels and the same is approved at 4th level by the Approving Authority i.e. Competent Authority.
2. Likewise, **Independent Units/other Units** at ICAR HQ may define the channel of submission for proposals/cases up to the Approving Authority (Competent Authority) in such a manner that final approval is obtained within a maximum of three levels of submission.