



No. Admn 33-02/2026-Estt. I (1)
भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

New Delhi, Dated 17.08.2026

OFFICE ORDER

Subject: Constitution of A-CoP: Service Matters (Administrative Staff) under the Matrix Reporting System – regarding

In pursuance of the Office Memorandum dated 30.06.2026 regarding implementation of the Matrix Reporting System and the subsequent circular dated 03.07.2026 regarding establishment of Functional Domain-based Administrative Communities of Practice (A-CoPs), the Competent Authority is pleased to constitute the A-CoP: Service Matters (Administrative Staff) with immediate effect.

The Core Group of the A-CoP shall initially comprise the following members:

Sl. No.	Name & Designation	Status
1.	Shri Vampad Sharma, Director (Admn.)	Nodal Officer
2.	Smt. Rajshree Sunil, Director (CS)	Member
3.	Smt. Suparna Das Gupta, Director (TS)	Member
4.	Shri Pramod Kumar, Deputy Secretary (Admn.)	Member
5.	Shri Sandeep Singh Dudi, Under Secretary(Admn.)	Member
6.	Shri Ravi Ranjan, Under Secretary (Admn.)	Member
7.	Shri Himanshu Kumar, Under Secretary (R&P)	Member

The other members of the A-CoP are given at **Annexure-I**.

Terms of Reference

The Core Group shall, inter alia:

- Prepare and recommend SOPs, guidelines and FAQs on common service matters to promote uniformity and consistency in the handling of service matters across ICAR Institutes.
- Examine relevant Government/DoPT instructions and facilitate their uniform understanding and implementation across ICAR.
- Discuss common and complex service matters and suggest suitable and uniform solutions.

- iv. Share knowledge, experience and best practices among ICAR Institutes.
- v. Undertake any other work relating to the A-CoP as assigned by the Competent Authority.

This issues with the approval of the Competent Authority.


(Sandeep Singh Dudi)
Under Secretary (Admn.)

Distribution:

1. All members of the A-CoP: Service matters (Administrative Staff).
2. Directors of all ICAR Institutes.
3. Sr. PPS to DG, ICAR / PPS to Secretary, ICAR / PPS to FA, DARE/ICAR.
4. Social Media & Website Management Unit, DKMA, ICAR, for placing on the Council's website.
5. e-Office Notice Board.

Annexure-I**Members of Administrative Community of Practice (A-CoP) : Service matters
(Administrative Staff)**

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3	Natural Resources Management Division, ICAR Hqrs	Shri Sandeep Bishnoi, Deputy Secretary	sandeep.icar@nic.in
4	Horticulture Science Division, ICAR Hqrs	Ms Anju Talib Kureel, Deputy Secretary	anjutalib.icar@nic.in
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