



F.No. D-13011/4/2026-R&P
Indian Council of Agricultural Research
ICAR Headquarters
(Recruitment & Policy)

Krishi Bhawan, New Delhi -110001

Dated: 17th August, 2026

CIRCULAR

Sub: Communication Matrix for correspondence by ICAR Institutes with ICAR Headquarters – reg.

During Zonal Meetings, it has been observed by the Competent Authority that Institutes, while corresponding with ICAR Headquarters on various matters, do not always address their references to the officer/Division, directly dealing with the subject. As a result, communications are frequently routed through long channels, resulting in avoidable delay in their disposal and additional handling at Headquarters before the reference reaches to the concerned Division.

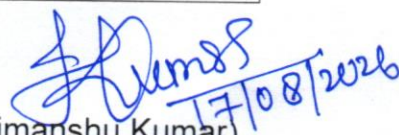
2. However, there is well defined domain of working of each Divisions/Units at ICAR Headquarters. Therefore, a compilation of following comprehensive subject-wise Communication Matrix is circulated to ensure uniformity and improve administrative efficiency:

S. No.	Subject	To whom to be addressed	Mode of communication*
1.	Scientific / Technical / Research matters pertaining to the core mandate of the Institute	Concerned DDG / concerned ADG of Independent Unit	i) Letter through e-receipt in e-office ii) Letter through e-mail iii) e-file reference
2.	Administrative matters connected with the core mandate, such as QRTs, IMCs, nomination of members by DDGs, preparation/approval/monitoring of EFC/SFC/Budget and monthly expenditure, and approval of proceedings of IMC/BOM	DDG/ADG of the concerned SMD	
3.	Matters in respect of which administrative/financial powers stand specifically delegated to DDGs/ADGs	Director/DS of the concerned SMD	

S. No.	Subject	To whom to be addressed	Mode of communication*
	at ICAR Hqrs. from time to time		i) Letter through e-receipt in e-office ii) Letter through e-mail iii) e-file reference
4(a).	Service matters of Group-A officers	JS/Director of the concerned Division (Pers./Admn./TS)	
4(b).	Service matters of the Unified cadre of Stenographer	Director of Admn. Division	
5.	Service matters of Institute based Group-B & C post	Director/DS of concerned SMD	
6.	Matters relating to other staff (CLTS, DPL, Contract Labourers etc.)	Director/DS of the concerned SMD	
7.	Land & Estate related matters of the Institute	Director/DS of the concerned SMD	
8.	Disciplinary issues relating to staff of the concerned Institute (not requiring direct attention of the Vigilance/SD Division, Hqrs.)	Director/DS of the concerned SMD	
9.	Vigilance/Service Disciplinary matters requiring direct attention of the Vigilance/SD Division, Hqrs.	CVO/JS(SD), ICAR Hqrs.	
10.	Issues related to Nominee of DG, ICAR in Assessment Committees of Scientists	JS (Pers.)	
11.	Foreign Visit proposals of Scientists	JS (Pers.)	
12.	Financial matters requiring direct attention of IFD at Headquarters	JS(F)	
13.	Legal matters requiring direct attention of the Law Division	Legal Advisor / ZLO	
14.	Works related matters	Director (Works)	

S. No.	Subject	To whom to be addressed	Mode of communication*
15.	Official Language matters	Director (OL)	i) Letter through e-receipt in e-office ii) Letter through e-mail iii) e-file reference
16.	General Issues related to Procurement/GeM/ Contract Management etc. involving larger policy interest	Director (GAC)	
17.	Any other general/specific matter, presently handled by the concerned SMD or other officer, not mentioned above	Director/DS of the concerned SMD/Unit /Section dealing with the subject	

*Depending upon the nature of issue under reference


 (Himanshu Kumar)
 Under Secretary (R&P)

Distribution:

1. Directors of all ICAR Institutes with a request to follow above communication matrix in future correspondence.
2. All DDGs/ADGs of Independent Units, ICAR Hqrs.
3. All Divisional Heads of Independent Units/Divisions/Sections of ICAR Hqrs.
4. PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA, DARE/ICAR.
5. E-Office Notice Board.
6. 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.