



F.No. Admn.33-11/2022-Estt.I

December 16th, 2022

OFFICE MEMORANDUM

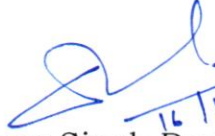
Sub.: Instructions for officers assigned Additional charge - reg.

The instructions for officers assigned additional charge of other institutes were issued vide Letter No Admn 3-1/2018- Estt-1 dated 25th January 2018. Subsequently, considering the increased digitisation of office work with implementation of e-Office, ERP, SPARROW, eHRMS, virtual meetings platforms in ICAR , it has been decided to revise the existing instructions. Accordingly, following guidelines in supersession of the previous instructions are being issued to be followed in the cases of officers of one institute having additional charge of Administration or Finance of another institute.

1. If the officer to whom the additional charge has been given is the senior most officer in the Administration or Finance in the borrowing institute, he will act as the Head of Office/Head of Finance of the borrowing institute. All administrative/Finance matters shall be routed through him through e-office /ERP etc. The Director of the borrowing institute shall ensure compliance.
2. The digital media should be put to use to the maximum extent while disposing the work. Work of both the institutes will be looked after by the officer simultaneously & continuously through e office, emails, virtual meetings etc.
3. Physical presence of the officer at the institute whose additional charge has been given will be on need basis. However, the same should not be so less that the important work of the institute comes to a standstill. At the same time, the same should not be so often to lead to unnecessary opportunity cost in terms of unproductive time spent in frequent commuting while also accumulating avoidable TA/DA expenditure. In case of any disagreement regarding the same, the period of physical presence may be mutually decided by Directors of both the institutes.
4. The expenditure on TA/DA for the visits to the institute whose additional charge has been given to the Officer will be borne by it.

5. Leaves of the officer would be approved by the Director where the officer has been regularly posted.
6. Any such additional charge will be without any extra remuneration or benefits even if the same has not been explicitly stated in the office order issued for giving additional charge.
7. Since SPARROW has been implemented for performance appraisal of officers in the council, the PAR of the officer would be generated only by the institute where the officer is regularly posted & appraisal shall be completed by the Director of the institute where he has been posted on regular basis. However, the comments on the work & conduct of the officer shall also be obtained from the Director of the institute whose additional charge has been given. These comments shall also be kept in mind while reporting by the Director where the officer has been regularly posted.
8. The Officer will act as the Reporting or Reviewing officer as the case may be, in case of the staff working under him at the institute whose additional charge has been given to her/him during such period.

These instructions are issued with approval of DG,ICAR & shall be effective with immediate effect.


16/12/22
Sandeep Singh Dudi
Under Secretary (Admn)

Distribution:-

1. Directors of the All Institutes.
2. Head of Administration/Head of Finance of all the institutes.
3. PSO to DG, ICAR/Sr PPS to Secretary, ICAR/PPS to FA(DARE/ICAR)
4. E-Office Notice Board/ICAR Website.