



सत्यमेव जयते

CHHABILENDRA ROUL

छबिलेन्द्र राउल

**ADDITIONAL SECRETARY, DARE &
SECRETARY, ICAR**

अपर सचिव, डेयर एवं सचिव, आई.सी.ए.आर,

भारत सरकार

कृषि एवं किसान कल्याण मंत्रालय

कृषि अनुसंधान एवं शिक्षा विभाग

कृषि भवन, नई दिल्ली -110001

GOVERNMENT OF INDIA

MINISTRY OF AGRICULTURE AND FARMERS WELFARE

DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION

KRISHI BHAWAN, NEW DELHI-110001

D.O. : 1(4)/2017-PMIS

Dated: 09th January, 2018

Dear Colleague,

As you are aware, communications were sent from this office vide letters of even number dated 12.9.2017 and 29.9.2017 to emphasize the importance of filling the required inputs in Executive Record Sheets of Scientists. However, during random scrutiny of the ER Sheets of the Scientists, it has been observed that many Scientists have not furnished even the basic details on the first page of the ER Sheet viz., Photograph, State of Domicile, Mother Tongue, Email and Ph.D Title. It appears that the Institutes have not complied with the instructions issued earlier in this context, and a casual attitude has been noticed on the part of the Scientists.

2. Despite repeated requests, the Scientists have not provided complete information. Such lacklustre attitude of the concerned Scientists is hindering the process of publishing the institute wise scientist profile by the Council.

3. Keeping in view the less than adequate response from the Scientists, you are requested to instruct all Scientists to provide the inputs in the fields stated in Annexure 'A' without fail. Further the scientists may also be directed to furnish a copy of the duly filled ER Sheet to their respective Reporting Officers within a period of ten days of the receipt of instructions in this regard.

4. If a copy of the duly filled-in ER Sheet is not submitted by the Scientist to the concerned Reporting Officer within the stipulated period, then this lapse will be treated as indiscipline and required to be mentioned in APAR (2017-18) of the concerned Scientist by the Reporting Officer.

5. The salary for the month of January, 2018 of the scientists who have not submitted their complete ER sheet to their Reporting Officers may be withheld.

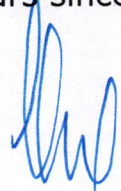
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6. No recommendation for Foreign Deputation, NOC for other organizations, Fellowships, etc. shall be issued unless the scientist completes his/her ER sheet in all respects.

7. Further, Directors of the Institutes may ensure timely compliance of the instructions issued herewith. Otherwise, an adverse view will be taken in respect of their performance.

With regards,

Yours sincerely,



(CHHABILENDRA ROUL)

9/1/2018

Distribution:

Directors of All ICAR Institutes

Copy to : All DDGs with the request to take follow up action in the matter in order to ensure timely completion of the task given above.

Annexure 'A'

1. No Space/Column should be left blank in ER Sheet. If any column/paragraph is not applicable, then 'NA' should be written and if no information is available, then 'NIL' should be written;
2. Basic details like Photographs, State of Domicile, Mother Tongue, Email and Ph.D title should be filled mandatorily;
3. Details under "History of Posting" should be filled and 'Organization/Posting Type' should contain the details of Appointment viz., DR/CAS, etc. Further, one entry should be made for a posting against one designation containing the period in "From" and "To" for which the designation was maintained in the same institute;
4. In "Publications", the number of best publications under all categories should not exceed 15;
5. Book Chapter should contain 'Year & Date of Publication' & ISSN/ISBN Number.
6. Under "Awards", "Patent, Copyright, Trademark etc.", "Externally Funded Projects", "Career Profile" and "Five Major Contributions", if no information is available, then 'NIL' should be mentioned.