



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(भारतीय कृषि अनुसंधान परिषद् INDIAN COUNCIL OF AGRICULTURAL RESEARCH)



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F.No.IRCER/2016/Estt./Office order Vol.II / 1340

Date: 27-09-2022

ENDORSEMENT

Subject: Implementation of 5 days' working week at all ICAR Institutes

Please find attached herewith the Office Memorandum F.No.12-10/2018-Cdn. dated 21st September, 2022 on the above mentioned subject issued by the Council for information and compliance w.e.f. 1st October, 2022. The working days will be from Monday to Friday, as per the following office timings:

From 9.00 A.M. to 5.30 P.M. with half an hour lunch break from 1.00 P.M. to 1.30 P.M.

The concerned Heads/In-charges of Divisions, Sections, Units, FSRCHPR-Ranchi, RCM- Darbhanga, KVK-Buxar and KVK-Ramgarh shall ensure the following:

1. That, all the essential services for the benefits of farmers will continue uninterrupted.
2. That, the essential services like attending farm, animals, laboratories etc. will be kept operational, the staff working in the fields shall attend to their duties and the Institute employees will attend to the official duties on Saturday, as and when required. Biometric attendance as per the new office timings will be followed w.e.f. 1st October, 2022.

PK
27/9/2022
(Prabha Kumari)

Assistant Administrative Officer

Distribution:-

1. All employees through e-mail.
2. The I/c Head, FSRCHPR, Ranchi, ICAR-RCER, Patna.
3. The I/c Head, RC Darbhanga, ICAR-RCER, Patna.
4. The I/c Head, KVK-Buxar/KVK-Ramgarh, ICAR-RCER, Patna.
5. The Head DLWM/DLFM/DCR/DSEE, ICAR-RCER, Patna.
6. The In-charge PME Cell, ICAR-RCER, Patna.
7. The I/c DD(F)/FAO, ICAR-RCER, Patna.
8. The DDO, ICAR-RCER, Patna.
9. PPS to Director, for kind information of Director, ICAR-RCER, Patna.
10. The In-charge, ARIS Cell, ICAR-RCER, Patna with a request for uploading and updation of the timings in the ICAR-RCER web-site.
11. Sh. Umesh Kumar Mishra, Technical Assistant:Hindi Translator through CAO, for translation of above in Hindi & forwardal to the above officer for signature.
12. Notice Board.

Sh. Anil ARH
PP
27/9/22