



भाकृअनुप- केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान  
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

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F. No. 2(1)/Misc./ Admn./2024-25/859

Dated 09.01.2025

**ENDORSEMENT**

Indian Council of Agricultural Research (ICAR), New Delhi has issued a Memorandum F.No. 7(2)/2024-Per-I dated 7<sup>th</sup> January, 2025 regarding increasing number of cases where the Scientists working in various Institutes /HQs are absenting themselves without an approval of concerned Competent Authorities.

As approved by the Competent Authority of this Institute, this Memorandum F.No. 7(2)/2024-Per-I dated 7<sup>th</sup> January, 2025 has been endorsed and being posted on the ICAR-CRIJAF website ([www.crijaf.icar.gov.in](http://www.crijaf.icar.gov.in)) for information and compliance.

**Enclo:** ICAR Memorandum

**(Ravi Mishra)**

**Administrative Officer &  
Head of Office**

**Distribution :**

1. All Heads and In-charges of Divisions/Sections/Units/Regional Stations/KVKs, ICAR-CRIJAF with the request to apprise the content of the memorandum to the concerned staff members working under their control.
2. In-charge, AKMU, ICAR-CRIJAF with the request to upload the Endorsement alongwith the ICAR Memorandum dated 7<sup>th</sup> January, 2025.
3. PPS to Director, ICAR-CRIJAF.
4. PS to Head of Office, ICAR-CRIJAF.



भारतीय कृषि अनुसंधान परिषद्

कृषि भवन, डॉ राजेंद्र प्रसाद मार्ग, नई दिल्ली - ११०००१

Indian Council of Agricultural Research

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F.No.7(2)/2024-Per-I

Dated: 7<sup>th</sup> January, 2025

**MEMORANDUM**

Personnel Division is witnessing increasing number of cases where the Scientists working in various Institutes / HQs are absenting themselves without any approval of concerned Competent Authorities. The notable cases are those of (i) Continuation beyond approved Study leave / fellowship periods without any extension duly sanctioned by Competent Authority (ii) Proceeding on leave and thereafter not returning at the end of approved leave periods (iii) Repeated instances of unauthorised absences (iv) Proceeding on leave on medical grounds without proper medical certificates issued by appropriate authority as applicable for a Group 'A' status employee (v) Instances of absenting unauthorisedly by submitting a leave application considering leave as a matter of right despite of the fact that even EOL can't be claimed as a matter of right (vii) Cases involving absences on other grounds.

It is to further highlight that though respective Controlling Officers of Scientists are the concerned Directors of Institute, however, Cadre Controlling Authority and Disciplinary Authority for them is in Council and therefore the Institutes are expected to report any act of unauthorised absences or other cases of indiscipline / irregularities after completing necessary formalities of issuing show cause notices, examining their replies (if any), etc. to the Council. Despite there being clearly laid down procedures for dealing with such cases, it has been found that most of the times appropriate actions are not taken in a time bound manner that results in delaying of actions besides causing lot of administrative inconveniences. At times, it has also been noticed that such irregularities are being allowed to continue in connivance with Institute's officials which calls for fixing their responsibilities as well.

The Competent Authority has taken a very serious view of such cases and therefore in order to streamline a uniform action against the defaulting officials / Scientists, all the institutes are hereby requested to provide information in respect of such Scientists who are absenting themselves on any ground without approval of Competent Authority. The information for such cases as on 7<sup>th</sup> of January' 2025 may please be provided in the format given at Annexure "A" latest by 20<sup>th</sup> January, 2025 without fail. Even those cases that were reported earlier and have not been settled till date may be included and NIL report to also be submitted if no such case exists. This may kindly be accorded due Importance and Priority.

  
(SUHIL KUMAR SINGH)  
DIRECTOR (Pers.)

**Distribution:**

1. All Directors of ICAR Institutes / NRC / Bureaus / Directorates / ATARIs for information and necessary action.
2. All the DDGs, ICAR, New Delhi.
3. Sr. PPS to the Secretary, DARE & DG, ICAR / Sr. PPS to the Additional Secretary, DARE & Secretary, ICAR, Krishi Bhawan, New Delhi.
4. E-Office Notice board.
5. Guard File.