



**ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE**

(Indian Council of Agricultural Research)

Dr.N.C.Goplachari Raod, Bhaskar Nagar,

**RAJAHMUNDRY - 533 105, A.P., INDIA**

**ISO 9001 : 2015 CERTIFIED INSTITUTE**

website : [www.ctri.icar.org.in](http://www.ctri.icar.org.in)

PBX Phones: 0883-2449871-74 : Director (O): 0883-2448995 : SAO (O): 0883-2448341

FAX: 0883-2410555 & 2448341 : E-mail : [saoctri@gmail.com](mailto:saoctri@gmail.com)



F.No.9(8)/2022-23/Adm.I

Date : 29.09.2022

**ENDORSEMENT**

Please find enclosed herewith the Office Memorandum F. No. 12-10/2018-CDN, dated 21<sup>st</sup> September, 2022 regarding implementation of 5 days Working Week at all ICAR Institutes issued by the Council for information and compliance w.e.f. 1<sup>st</sup> 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.**

Further, it may be noted that all the Heads of Divisions / Stations / Sections concerned shall ensure the following for strict compliance.

1. That all the essential services for the benefits of farmers will continue uninterrupted.
2. That, the essential services like attending farm, 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.

  
(V. BHAGYA LAKSMI)  
ADMINISTRATIVE OFFICER

Distribution to :

1. All the Heads of Divisions / Heads of Research Stations / Sections / Units / Programme Coordinator, KVK, Kalavacharla / Kandukur / The OIC, BSR Farm, Katheru with a request to apprise the endorsement to the personnel working under their control for strict compliance.
2. The OIC, AKM Unit for uploading in the Institute's website.
3. The OIC, AEBAS, ICAR-CTRI, Rajahmundry for necessary action.
4. PS to Director / PS to SAO-AO.
5. A-I (Guard File).



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI – 110 001

F. No. 12-10/2018-Cdn.

Dated: 21<sup>st</sup> September, 2022

**OFFICE MEMORANDUM**

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

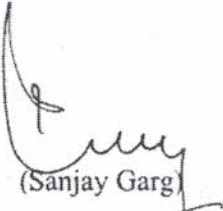
The Indian Council of Agricultural Research (ICAR) has considered the proposal for implementation of 5 days' working week in all ICAR Institutes in the context of improving efficiency at the field level. The matter was also discussed in depth in the Director's Conference held on 13.04.2022 and in the 256<sup>th</sup> Governing Body meeting held on 30.06.2022.

With the approval of the Hon'ble Union Minister of Agriculture and Farmers Welfare & President, ICAR, taking into consideration, all the related aspects of the proposal, it has been decided to implement 5 days' working week in all ICAR Institutes, w.e.f. **1<sup>st</sup> October, 2022**, with working days 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.**

All ICAR Institutes 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.

  
(Sanjay Garg)  
Secretary, ICAR