



Indian Council of Agricultural Research
Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001

F.No.TS/19/14/2018-Estt.IV

Dated the 3rd December'2018

CIRCULAR

Sub: Marking of Biometric Attendance by Staff Car Drivers of ICAR Hqrs. for grant of "Over Time Allowance (OTA)" - reg.

In accordance with the DOPT's O.M. No.A-27016/03/2017-Estt.(AL) dated 19.06.2018 and with the approval of the Competent Authority on F.No.(GAC)02(16)/2018-Estt.V, it has been decided that only the regular staff Car Drivers of the ICAR Hqrs. attached with the office of Hon'ble AM (A&FW)/Hon'ble MOS (A&FW); DG, ICAR; Secretary, ICAR; AS&FA, DARE/ICAR and all DDGs may be allowed OTA as per Govt. of India rules/instructions on marking their biometric attendance once, if they are performing duties at ICAR Hqrs. and, if they are eligible for same as per basic pay. However, marking of biometric attendance may not be required if they go outside Delhi on duty.

All regular drivers are required to mark their attendance on biometric machine on all working days/duty days, both at arrival as well as departure time, wherever possible.

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Under Secretary (TS)

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Distribution:

1. All DDGs
2. PPS to Secretary (DARE) & DG (ICAR)
3. PPS to SS (DARE) & Secretary (ICAR)
4. PPS to AS (DARE) & FA (DARE/ICAR)
5. Under Secretary (e-Governance)
6. SO (Estt.V) to inform the regular Drivers
7. Audit-I/II Section
8. Accounts-I Section
9. Cashier, ICAR, Krishi Bhawan
10. M&I Unit, DKMA for up loading the same on ICAR website
11. E-office Notice Board