



भातृ अनुप-राष्ट्रीय डेरी अनुसंधान संस्थान)मानद विश्वविद्यालय(
ICAR-National Dairy Research Institute (Deemed University)
करनाल, हरियाणा)भारत (पिन.132001-
Karnal, Haryana(India). PIN-132001
)स्थापना अनुभाग-तीन / Establishment Section-III(

F.No. A-19/7/2026-Estt./e-438128/-

1680-96

Dated: 27 July, 2026

OFFICE ORDER

In supersession of all earlier Office Orders issued in this regard and in pursuance of the instructions contained in ICAR OM/Circular No. **Admn. 13-1/2024-R&P (I)** dated **16.06.2026** regarding rationalisation of the level of final disposal and reduction of the channel of submission of files/proposals, and with a view to ensuring **expeditious disposal of cases, avoidance of unnecessary hierarchical movement of files, clear accountability at each level and efficient functioning of the administrative machinery**, the Director, ICAR-NDRI, Karnal, in exercise of the administrative powers vested in him, is pleased to order the following internal administrative arrangement and channel of submission of files/proposals with immediate effect.

1. Head of Office/Head of Administration:

- 1.1 **Sh. Sanjay Bokolia, Joint Director (Administration)/Senior Registrar**, shall continue to function as the **Head of Office/Head of Administration**, and shall exercise the powers and discharge the functions assigned/delegated to him under the applicable ICAR rules, regulations, orders and the **Hand Book on Delegation of Powers in ICAR (3rd Edition, updated March 2023)**, as amended from time to time.
- 1.2 **Sh. Sanjay Bokolia, Joint Director (Administration)/Senior Registrar**, shall also function as the **Imprest Holder for office purposes**, to the extent of the admissible limit of **₹5,000/- (Rupees Five Thousand only)**, subject to the applicable rules, NDRI Circular dated 23.02.2022 and instructions issued from time to time.
- 1.3 During the absence of **Sh. Sanjay Bokolia, Joint Director (Administration)/Senior Registrar**, **Sh. Dinesh Nagpal, CAO (D)** shall act as Head of Office, and during the absence of both **Sh. Sanjay Bokolia** and **Sh. Dinesh Nagpal**, **Smt. Ritu Dalal, CAO (R)** shall act as Head of Office, subject to the applicable rules and orders governing such arrangement.

2. Establishment Sections – E-I, E-II, E-III:

- 2.1 **Smt. Ritu Dalal, CAO (R)** shall function as the In-charge of Establishment Sections **E-I, E-II, and E-III**.

2.2 Files/proposals originating in these Sections shall be submitted by the concerned **AAO/AO to CAO (R)** for examination and submit to Joint Director(Administration)/Sr. Registrar and thereafter, wherever the matter is required to be placed before the Director, submitted to the **Director through Joint Director (Administration)/Senior Registrar**.

Indicative channel: AAO/AO → CAO (R) → JD (Admn.)/Sr. Registrar → Director

2.3 Establishment Sections -E-IV:

Files/proposals originating from Establishment Section E-IV Sections shall ordinarily be submitted by the concerned **AAO to Joint Director (Administration)/Senior Registrar** for examination and thereafter, further the matter is required to be placed before the Director, submitted to the **Director through Joint Director (Administration)/Senior Registrar**.

2.4 Establishment Section-E-V:

Files/proposals originating from Establishment Section E-V Section shall ordinarily be submitted by the concerned **AAO to Joint Director (Administration)/Senior Registrar** for examination and thereafter, further the matter is required to be placed before the Director, submitted to the **Director through Joint Director (Administration)/Senior Registrar**.

Indicative channel: AAO → JD (Admn.)/Sr. Registrar → Director

During the absence of Smt. Ritu Dalal, CAO (R), the files pertaining to E-I,II,III Sections shall be submitted through **Sh. Ravinder Hooda, SAO**, who shall process and submit the same to the Director through the **Joint Director (Administration)/Senior Registrar**, as applicable.

During the absence of Joint Director (Admn.)/ Senior Registrar, the files pertaining to E-IV and E-V Sections shall be submitted through **Sh. Dinesh Nagpal, CAO (D)** who shall process and submit the same to the Director.

3. C&B Sections I, II and III, Legal Cases and Pension Cell:

3.1 **Sh. Dinesh Nagpal, CAO (D)** shall function as In-charge of **C&B Sections I, II and III, E-V, Legal Cases and Pension Cell**.

3.2 Files/proposals pertaining to the above Sections shall ordinarily be submitted by the concerned **AAO/AO to CAO (D)**, who shall process the same and, further required to be placed before the Director through the **Joint Director (Administration)/Senior Registrar**.

- 3.3 Counter signature of Medical Bills/Electricity/Telephone Bills: During the absence of Sh. Dinesh Nagpal, CAO(D), medical bills/electricity bills will be countersigned by the Joint Director (Admn.)/SR

Indicative channel: AAO/AO → CAO (D) → JD (Admn.)/Sr. Registrar → Director

- 3.4 Matters relating to **House Allotment** shall also be processed through AAO/CAO (D) and, further required to be submitted to the Director through the **Joint Director (Administration)/Senior Registrar**.
- 3.5 Policy-related matters originating in C&B Sections I, II and III, E-V, Court Cases and University Office shall be processed through CAO (D) and submitted through the prescribed channel to the Competent Authority.
- 3.6 During the absence of Sh. Dinesh Nagpal, CAO (D), **Smt. Ritu Dalal, CAO (R)** shall function as In-charge of the above Sections, subject to the provisions of the applicable rules and orders.

4. Purchase and Stores Section:

- 4.1 **Sh. Ravinder Hooda, SAO (P&S)** shall function as In-charge of the **Purchase and Stores Section**.
- 4.2 Files/proposals pertaining to Purchase and Stores shall ordinarily be submitted by the concerned AAO/AO to the SAO (P&S) for examination and processing and, wherever required to be placed before the Director, submitted through the **Joint Director (Administration)/Senior Registrar**.

Indicative channel: DA/AAO/AO → SAO (P&S) → JD (Admn.)/Sr. Registrar → Director

- 4.3 During the absence of Sh. Ravinder Hooda, SAO (P&S), **Smt. Ritu Dalal, CAO (R)** shall function as In-charge of the Purchase and Stores Section, subject to the applicable rules and orders.

5. Disciplinary, Vigilance and APAR matters:

- 5.1 Files relating to **Disciplinary, Vigilance and APAR matters** shall be processed by the concerned AO (**Disciplinary & APAR cell**) and submitted to the **Joint Director (Administration)/Senior Registrar**, for examination and thereafter, further the matter is required to be placed before the Director, strictly in accordance with the applicable statutory provisions, vigilance instructions, disciplinary rules and the powers vested in the respective authorities.

Indicative channel: DA/AO (Vig.) → JD (Admn.)/Sr. Registrar → Director

- 5.2 Nothing contained in this Office Order shall be construed as altering or affecting the statutory role of the **Disciplinary Authority, Appointing Authority, Inquiry Authority, Vigilance functionaries** or any other authority competent under the applicable rules.

6. Supporting Service Sections:

6.1 In order to ensure effective coordination and streamlined administrative supervision, and keeping in view the objective of rationalising the channel of submission, the In-charges of the following supporting service Sections shall submit their files/proposals to the **Director through the Joint Director (Administration)/Senior Registrar**, wherever the matter is required to be placed before the Director. However, if any work/action prior in principle approval of Competent Authority/Director will be required:

- (i) ME Sections;
- (ii) Estate Section;
- (iii) Vehicle Pool;
- (iv) Hospitality/Visitor Cell; and
- (v) Security Section.

6.2 Files originating from the **ME Sections** shall be submitted by the concerned **DA/AAO** to the **Joint Director (Administration)/Senior Registrar** for onward submission to the Director.

6.3 Files relating to the **Estate Section** shall be submitted by the concerned Section through the **In-charge, Estate Section**, to the **Joint Director (Administration)/Senior Registrar** for onward submission to the Director.

6.4 Files relating to the **Vehicle Pool** shall be submitted through the **In-charge, Vehicle Pool**, to the **Joint Director (Administration)/Senior Registrar** for onward submission to the Director.

6.5 Files relating to the **Hospitality Section/Visitor Cell** shall be submitted through the **In-charge, Hospitality Section/Visitor Cell**, to the **Joint Director (Administration)/Senior Registrar** for onward submission to the Director.

6.6 Files relating to the **Security Section** shall be submitted through the **In-charge, Security Section**, to the **Joint Director (Administration)/Senior Registrar** for onward submission to the Director.

7. University Office:

Files relating to the **University Office** shall be submitted by the **AO or Academic Coordinator** to the **Joint Director (Administration)/Senior Registrar** for onward submission to the Director.

8. General provisions:

8.1 The channels indicated above are **indicative internal channels** and shall be followed in all ordinary cases, subject to the nature of the case, the applicable rules and the powers delegated to the respective authorities. The channel of submission prescribed herein shall be followed so as to ensure that, as a general rule, a file/proposal reaches the

Competent/Approving Authority within a maximum of three levels of submission, with the final decision/approval being accorded by the Competent/Approving Authority at the appropriate level, i.e. the **3+1 model**, wherever applicable. The prescribed channel is an **internal workflow directly arrangement** intended to facilitate expeditious processing and disposal of cases. It shall **not be construed as conferring, enlarging, restricting or superseding any statutory, delegated, financial, disciplinary, vigilance, contractual or other substantive powers** vested in any authority under the applicable Rules, Regulations, Delegation of Powers, ICAR instructions or Government of India orders.

- 8.2 Where a file is required to be referred to another Division/Section/Unit for **mandatory consultation, concurrence, technical examination, financial advice, legal opinion or vigilance clearance**, such reference shall be made at the appropriate stage and shall not be treated as an avoidable additional hierarchical level in the channel of submission.
- 8.3 No officer shall mechanically route a file through an additional intermediate level merely as a matter of routine when the prescribed channel and applicable rules do not so require.
- 8.4 At the same time, no officer shall bypass an authority or consultation mandated under the applicable rules, regulations, Delegation of Powers or Government/ICAR instructions merely to comply with the numerical limit on levels of submission.
- 8.5 The officer responsible for submitting a case shall ensure that the proposal is **complete in all respects, factually verified, supported by relevant records and accompanied by a clear and reasoned proposal/recommendation**, so that avoidable back references and repeated movement of files are minimized.
- 8.6 The concerned Heads of Sections/In-charges shall be responsible for ensuring adherence to the above channel and for monitoring timely disposal of files under their respective control.
- 8.7 The **Joint Director (Administration)/Senior Registrar**, being the Head of Administration, shall coordinate and monitor implementation of the revised workflow with the approval of CA/Director any persistent deviation, bottleneck or systemic issue affecting timely disposal of cases.
9. **Supersession:** This Office Order shall supersede, to the extent inconsistent herewith, the earlier internal Office Orders/instructions issued by ICAR-NDRI, Karnal concerning the **administrative organizational set-up and internal channel of submission of files/proposals**. However, nothing contained herein shall be deemed to supersede, modify or dilute any **statutory rule, Government of India/DARE/ICAR instruction, Delegation of Powers, financial rule, vigilance/disciplinary procedure, mandatory consultation requirement or order issued by a competent authority**, which shall continue to remain applicable.

This issues with the approval of the Director, ICAR-NDRI, Karnal

 23/7/26
(Ritu Dalal)
Chief Administrative Officer

DISTRIBUTION:-

1. Sh. Sanjay Bokolia, Joint Director (Admn.)/Sr. Registrar ICAR-NDRI, Karnal.
2. The Joint Director (Academic), ICAR-NDRI, Karnal.
3. The Joint Director (Research), ICAR, NDRI, Karnal.
4. Sh. Dinesh Nagpal, Chief Administrative Officer, ICAR-NDRI, Karnal.
5. Smt. Ritu Dalal, Chief Administrative Officer, ICAR-NDRI, Karnal.
6. The Head, SRS of ICAR-NDRI, Adugodi Post, Banalore-560030.
7. The Head, ERS of ICAR-NDRI, Kalyani Distt. Nadia, West Bengal – 741235
8. All Head of Division/Section In-charge, ICAR-NDRI, Karnal.
9. Sh. Ravinder Hooda, Senior Administrative Officer, ICAR-NDRI, Karnal.
10. The Administrative Officer (P), ICAR-NDRI, Karnal.
11. The Administrative Officer, University Office, ICAR-NDRI, Karnal.
12. Chief Finance and Account Officer, ICAR-NDRI, Karnal.
13. The DDO-I & DDO-II, C&B Section, ICAR-NDRI, Karnal.
14. The AAOs, Purchase Section, ICAR-NDRI, Karnal.
15. The AAOs, E-I, E-II, E-III, E-IV and E-V (Coord.), E-V (Pension Cell and APAR Cell, ICAR-NDRI, Karnal.
16. PPS to Joint Director (Admin)/ Sr. Registrar, ICAR-NDRI, Karnal.
17. PPS to Director, ICAR-NDRI, Karnal for kind information of the Director.
18. The In-charge, Computer Centre, ICAR-NDRI, Karnal for uploading the same on Institute Website as well as e-office notice board.