

MOST URGENT

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR, TEHSIL-MALPURA, DISTRICT-TONK (RAJASTHAN)-304501**

F. No 6(74) Admn.I/ERP/2016 / 8820

Dated 05.10.2017

Note

A copy of DO letter has been received from Shri Chhabilendra Roul, Additional Secretary, DARE & Secretary, ICAR, KB, New Delhi-110001-regarding completing service/professional details of Scientific Cadre in ERP module to achieve the best outcome.

It is therefore, requested to all Scientists working at Main Institute as well as its Regional Stations, Head, ARC, Bikaner, Head, NTRS, Garsa, Officer Incharge, SRRC, Mannavaur to fill their service/professional details in the respective ERP Module within **05 days** from the issue of the note for preparing of Executive Record (ER) of Scientific Cadre at ICAR level. Non-completion of these details within time in the respective ERP module may attract disciplinary action against the delinquent Scientists. Shri Asrar Hussain, Young Professional-I is deputed for filling the details of Scientists as mentioned in the schedule below.

This is issued with the approval of the Director


(Harshit Agarwal)
Head of Office

Distribution:

1. All Head of Divisions/ Section Incharges at Main Institute for information & further necessary action.
2. Head, ARC, Bikaner, Head, NTRS, Garsa/OIC, SRRC, Mannavanur for information with the request that the filling work of personal data of Scientists/~~Technical Personnel~~ at your Station may be completed within 05 days from the issue of the note & compliance report may be sent undersigned accordingly.
3. Incharge, AKM Unit to upload at Institute Website.
4. Private Secretary to the Director.
5. Guard File

SCHEDULE FOR FILL THE PERSONAL DATA OF SCIENTISTS WORKING AT MAIN INSTITUTE

S.No.	Name of Division/Section	Date	Remarks
1.	TMTC, Division HRD, Section	05.10.2017	
2.	Animal Nutrition, Division Animal Physiology & Biochemistry, Division	06.10.2017	
3.	Animal Genetics & Breeding, Division PME Cell	07.10.2017	
4.	TOT&SS, Division Biotechnology Section	09.10.2017	
5.	Animal Health Division MS&PT Section	10.10.2017	