

भाकृअनुप-केन्द्रीयकन्दफसलअनुसंधानसंस्थान
(भारतीयकृषिअनुसंधानपरिषद्)
श्रीकार्यम,तिरुवनन्तपुरम 695 017, केरल,भारत
ICAR – Central Tuber Crops Research Institute (CTCRI)
(Indian Council of Agricultural Research)
Sreekariyam, Thiruvananthapuram 695 017, Kerala, India

F.No.1-1/2025
16.07.2025

OFFICE ORDER

Attention of all scientists and technical staff is invited to ICAR order F.No. GAC-21-4/2016-CDN dated 10th May 2016 and 'ICAR guidelines for internal evaluation and forwarding research papers to scientific journals and data management in ICAR institutes' published in 2014.

Accordingly following guidelines are issued for streamlining the data management of all research projects in ICAR-CTCRI.

1. Field and laboratory data of all institute, externally funded, contract/consultancy and Ph.D. student projects which began **on or after 01 April 2025** will be recorded in properly numbered and certified 'Field data book' and 'Laboratory data book' issued from PME cell.
2. For all other concluded and continuing projects, existing data books maintained by the scientists/technical staff/Ph.D. students will be enough.
3. All field and laboratory data books of all such projects will be handed over to next PI / PME cell once the project is completed or on superannuation or transfer of scientist whichever is earlier.
4. Technical staff, associated with research projects, on superannuation or transfer, will submit a no dues certificate to PME cell from the respective scientist(s) to the effect that all data books maintained by him/her have been handed over to the concerned scientist.
5. PME cell will develop and circulate 'No Dues Proforma of PME Cell' both for scientists and technical staff for providing the above details on superannuation or transfer.
6. Final no dues certificate from Administration will be issued on superannuation or transfer of scientists/technical staff only after receipt of 'No Dues Proforma of PME Cell'.


16/07/2025
DIRECTOR

Distribution:

1. All HoDs/ SICs of Sections& Regional Station / Units/ Cells/OICs, SAO, SFAO.
2. Dr. V.S. Santhosh Mithra, Principal Scientist forposting in official website.