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Dated: 29/06/2022

CIRCULAR**Sub: Losses due to theft, fire etc.-reg.**

The guidelines/SOPs issued by the Council vide F.No.:GAC-12-6/2022-CDN dated 27.06.2022 regarding aforesaid mentioned subject is being uploaded on the ICAR-NRRI website www.icar-nrri.in and e-office for information and compliance.

(S.K. Sahu)

Asst. Administrative Officer (Store)

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Asst. Administrative Officer
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*Generated by Mr. S.K. Patra, LDC



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

F. No: GAC-12-6/2022-CDN

Dated: 27th June, 2022

To,

The Directors/ Project Directors of all ICAR Institutes/ National Research Centres/ Project Coordinators/ Coordinated Research Projects/ ATARIs/ Bureaux, etc.

Sub: Losses due to theft, fire etc. – reg.

On various occasions, incidents of losses are reported at various ICAR Institutes/ units owing to theft, fire etc. Effective measures to curb such instances are required to be taken at all levels/ units.

Accordingly, following guidelines/ SOPs are hereby laid down for information and compliance:

A) Loss due to theft, etc.:

1. The incident should be reported immediately to the Controlling Officers, as soon as it is noticed.
2. On prima facie investigation, if the matter pertains to theft etc. it should be reported to the concerned police station immediately.
3. All efforts should be made at the Institute level, in cooperation with the local police department for recovery of the losses/ items.
4. In case, the loss/ item could not be recovered, even after all possible efforts, the concerned police department may be requested to submit its final report/ findings.
5. On receipt of the final report from police etc., the institute shall take immediate action for write off of losses, fixation of responsibility, if any, as per delegation of powers.
6. In case, the write off of losses is to be done at ICAR Hqrs., full details of the case including action taken, copy of FIR, final report etc. should be submitted through the concerned SMD.

B) Loss due to fire:

1. The incident should be reported immediately to the Controlling Officers, as soon as it is noticed.
2. At the same time, immediate action should be taken for extinguishing of the fire by using available fire extinguishers, etc.
3. In case, the fire has increased comprehensively or it could be dangerous to effort extinguishing the fire on individual level, fire brigade should be immediately called without delay. It should also be ensured that the pathway, road from main gate of the institute to the place of incidence is hindrance free, so that the fire brigade can immediately reach the place of incident.
4. The matter should also be reported to the concerned police station immediately.
5. Once the fire is contained, a committee should be immediately constituted for assessment of the losses, including causes thereof.
6. On receipt of the report from the committee, the institute shall take immediate action for write off of losses, fixation of responsibility, if any, as per delegation of power.
7. In case, write off of losses is to done at ICAR Hqrs., full details of the case including the report of the committee, should be submitted through the concerned SMD.

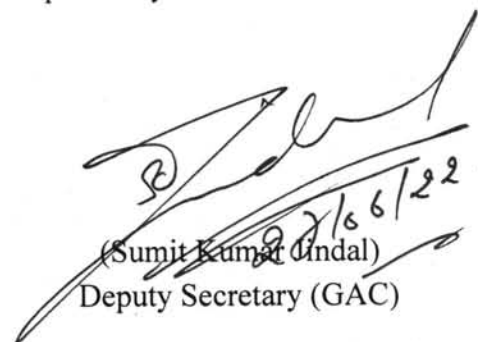
In both the cases of losses either due to theft or fire etc., GFR, 2017 provisions from Rule 33 to Rule 38 should be strictly followed and it should be ensured that the entire procedure is completed at the earliest not exceeding beyond a reasonable period, say one year.

At the same time, following actions should also be taken as preventive/ precautionary measures:

1. In addition to above SOPs, all institutes should devise and implement a foolproof method/ technique to ensure avoidance of cases of losses due to theft/fraud/fire, etc. on the basis of their location, activities being undertaken, etc.
2. All records should be digitalized and electronically stored with secured back up to avoid data/ record loss.
3. The premises of the Institute should be properly guarded and under lock and key.
4. Proper checking/ frisking of persons, vehicles, etc. should be done at the entry and exit points.

5. All corridors, pathways, roads, etc. should be hindrance free for proper evacuation in case of outbreak of fire, etc.
6. Provision of fire/ smoke detection and alarm system should be made and installed in all buildings, including laboratories etc.
7. Storing of inflammable/ fire hazardous materials in building/laboratories etc. should be avoided. If at all essential, it should be stored with all precautionary measures and under effective supervision.
8. Adequate number of functional fire extinguishers should be placed at appropriate places in all buildings, including laboratories and should be periodically checked and serviced.
9. All electrical wirings/ connections should be periodically checked and tested.
10. Mock fire drills and training on basic fire safety should be arranged/ imparted to all staff.
11. Smoking should be strictly banned and fined inside the official premises.
12. During summer season, cutting of dry grasses, plants and pit digging around the premises, as per requirement should also be done to avoid fire incidents and fire spread.
13. Frequent patrolling by security guards, especially after office hours should be ensured at all Institutes.
14. Effective liaison with local agencies viz. police department, fire department, etc. should be maintained at all times.

All Directors of the ICAR Institutes shall take the above matter on Top Priority.


(Sumit Kumar (Indal))
Deputy Secretary (GAC)

Distribution:

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2. All DDGs, ICAR Hqrs.
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