



भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

डा. राजेंद्र प्रसाद रोड, कृषि भवन, नई दिल्ली-110 001

टेलिफैक्स : 011- 23386087

Email :-namrta.icar@nic.in

Most Immediate

F.No. 12(1)/2018-Gov. Cell

Dated the 19 January, 2018

CIRCULAR

The 243th meeting of Governing Body of ICAR Society is scheduled to be held on 20th February, 2018 at 10.00 A.M. at Conference Hall, ICAR Conference Facility, NASC Complex, Pusa, New Delhi.


*All the Officers/Sections at ICAR Headquarters/Krishi Anusandhan Bhavan I & II are accordingly requested to send 2 copies in original of Agenda Item(s) in English and Hindi for inclusion in the Agenda of the Governing Body Meeting **duly approved by the Director-General, ICAR to the undersigned latest by 31st January, 2017.** For proposals involving financial implications prior concurrence of FA may be obtained before submitting the proposal to the DG for approval.*

The standard instructions as given below may be kept in view while preparing the Agenda Items:

- 1. The Agenda Note is to be prepared on computer in Verdana font {size: 12} of Microsoft Word with **1.5" Margins** both on left & right sides and **line spacing of 1.5 lines.***
- 2. An **Executive Summary**, in brief, relating to the agenda item may also be sent along with the Agenda for kind perusal of Secretary, ICAR/DG, ICAR.*
- 3. There will be no supplementary item(s).*
- 4. The QRT Agenda Notes/items shall be prepared as per the circular no.13(2)/2013-Gov.Cell dated 22.8.2013. The recommendations of the QRT with Council's comments, clubbed with proposed time frame, shall be in a tabular form.*
- 5. A soft copy of the agenda may be provided. The soft copy can be sent via. email {govcell.icar@nic.in} also.*
- 6. A Hindi version of the agenda item may also be furnished.*
- 7. The Agenda Items, which will be received after the prescribed date will not be accepted for inclusion in the Agenda of the aforesaid meeting.*

8. The Agenda Items relating to QRT Reports must mention following text in the brief of the subject:-

"Wherever required necessary budgetary clearances and appropriate approvals shall be obtained."



(Namrta Sharma)

Deputy Secretary (Admn.)

DISTRIBUTION:

1. All Officers/Sections at ICAR Hqrs including KAB I & II, Pusa, New Delhi.
2. PSO to DG, ICAR
3. PPS to Additional Secretary (DARE) & Secretary, ICAR
4. PPS to AS(D) & FA, DARE/ICAR
5. Caretaker, NASC Complex, Dev Prakash Shastri Marg, Pusa, New Delhi for booking of Conference Hall, ICAR Conference Facility, NASC Complex on **20th February, 2018** and also for making necessary arrangements.
6. Estt. II Section for deputing 2 (two) Stenographers (English) and 1(one) Hindi at **10.00 a.m. on 20th February, 2018** for taking verbatim proceedings of GB Meeting. The names of the stenographers may be intimated to Governance Cell.
7. Estt. III Section for deputing 2-3 persons for assisting in making arrangements for GB Meeting on **20th February, 2018**. The persons so deputed may be instructed to report Governance Cell in the afternoon on **19th February, 2018**.
8. Senior Photo Officer, ICAR for making necessary arrangement to cover the meeting.
9. Under Secretary (E&M) for making stay arrangements for Governing Body Members at International Guest House, NASC Complex, New Delhi.
10. Caretaker, International Guest House, NASC Complex, New Delhi for necessary action. List of GB Members is also enclosed.
11. E&M Section for making **floral arrangement** in conference hall on the day of the meeting.
12. Estt.V Section for arranging vehicles.
13. Secretary (Staff Side), Central Joint Staff Council for information.
14. Media Unit for uploading this circular on ICAR web site.
15. Guard File/Spare Copies.