

Important



**Indian Council of Agricultural Research
Krishi Bhavan, New Delhi-110012**

F.No. 10(5)/2010-W.S

Dated 5th Sept, 2011

To,

**All the Directors/Project Directors of ICAR Research
Institute/NRCs/Bureaux.**

Sir,

In the meeting of the Central Joint Staff Council held on 4th August, 2011 at NASC Pusa, New Delhi the issue of imparting suitable training to the employees of the ICAR was discussed in length. It was felt that the personnel joining ICAR service on the administrative and technical side are not being given adequate training. Training is one of the most important aspects of Human Resource Development.

The Competent Authority has desired that a suitable action plan may be developed for imparting training to the employees. In order to facilitate this issue you are requested to give the details of training requirements of each category of staff in your institute in the proforma enclosed. It may also be ensured that the training requirements being proposed by the institute have been discussed with and agreed to by the Members of Institute Joint Staff Council.

I would request you to ensure that the information may be provided to the undersigned within three weeks of issue of this letter.

Yours faithfully,


(Sanjay Gupta)
Director (Admn.)

Copy to:

1. Secretary, Staff Side, CJSC
2. Media Unit, ICAR Hqs for placing this letter on the website.

Name of the Institute

S.No.	Category of staff with designation	Area of the training required	Duration of training suggested	Name & address of the training institute proposed