



MOST IMMEDIATE

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI 110114**

F.No.12(1)/2011/Gov. Celi

Dated the 22nd February, 2011

CIRCULAR

The 220th meeting of Governing Body of ICAR Society is scheduled to be held on **6th April, 2011** at 10.30 a.m. in 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 3rd March, 2011**. For proposals involving financial implications prior concurrence of FA may be taken 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 notes 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/D.G., ICAR.
3. There will be no supplementary Agenda.
4. The QRT agenda notes/items shall be prepared as per the sample format circulated vide F.No.12-4/2009-Gov.Cell dated 16.11.2009. It may also be ensured that the QRT agenda notes are brief and the **maximum numbers of pages are not more than eight**.
5. CD containing 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.

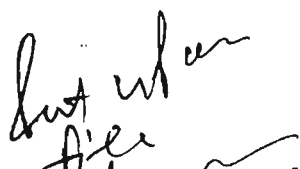
8. The agenda items relating to QRT Reports must mention following text: he
brief of the subject:-

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


(Sanjay Gupta)
Director (Admn.)

DISTRIBUTION:

1. All Officers/Sections at ICAR Hqrs including KAB I & II, Pusa, New Delhi.
2. PSO to DG, ICAR
3. PPS to Addl. Secy(DARE) & Secretary, ICAR
4. PS to AS & FA, DARE/ICAR
5. Caretaker, NASC Complex, Dev Prakash Shastri Marg, Pusa, New Delhi for booking of Conference Hall, ICAR Conference Facility, NASC Complex; and also making necessary arrangements.
6. Estt. II Section for deputing 2 (two) Stenographers (English) and 1(one) Hindi at 10.00 a.m. on **6th April, 2011** 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 GB Meeting on **5th & 6th April, 2011**. The persons so deputed may be instructed to report Governance Cell in the forenoon of **5th April, 2011**.
8. Senior Photo Officer, ICAR for making necessary arrangement to cover the meeting.
9. Deputy Secretary (GAC) 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. Joint Director, IARI, New Delhi for making stay arrangements for Governing Body Members at Ganga International Guest House, Pusa, New Delhi – 110012. List of GB Members is also enclosed.
12. Incharge Ganga International Guest House, Pusa, New Delhi – 110012 for necessary action.
- ✓13. US(DIPA) for uploading this circular on ICAR web site.
14. Guard File/Spare Copies.


28/2/11