

FAX
MOST IMMEDIATE

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No.4(5)/2011-W.S.

Dated the 15th November, 2011

To

The Director of all ICAR Instts/ NRCs/
PDs/ Bureaux/ ZPDs

Sub: Meeting of Head of Administration and Finance of ICAR Institutes under the Chairmanship of DG, ICAR to be held on 22nd November, 2011

Sir,

In continuation of Council's letter of even number dated 20th & 28th October, 2011 on the subject mentioned above, it is to inform that an issue regarding **"Planning of ICAR institutes for XII Five Year Plan"** will also be discussed in the said meeting. The officers deputed from your institute for attending the above meeting may be advised to get prepared for discussion on this item in the above meeting.

Further it is informed that Guest House facilities for the participants is being arranged by the Council from **21st Nov. to 23rd Nov., 2011**. The participants may plan their journey accordingly. Due to limited accommodation in the Guest Houses, the booking is being made on **twin sharing basis** on the basis of response received from the Institutes on first-cum-first-served basis. The participants are requested to check the status of booking of their accommodation in the guest houses at ICAR website under the column **"Circular - Work Study"**

For any query with regard to booking of accommodation in the guest house, the participant may contact following officer/ official:-

International Guest House of NASC Complex, Dev Prakash Shastri Marg, Pusa, N.Delhi	Sindhu Guest House, IARI, Pusa, New Delhi	Panse Guest House, IASRI, New Delhi
Sh. Vivek Purwar, Under Secretary (E & M) Ph: 25848029 Sh. Rakesh Kumar, Caretaker, Ph: 25843145	Guest House in-charge Ph: 25842196	Sh. Sunil Mob. 9811468868

The transport arrangement from Airport/ Railway Station to Guest House and back may be arranged by the participants themselves. The officers whose name does not appear in the list are requested to make the arrangement for their stay in Delhi during the above period at their own level (on sharing basis, if possible) as per their entitlement. Programme of the meeting is also placed on the ICAR website.

Yours faithfully,

(P. Sakthivel)
Deputy Secretary (WS)

Copy to:-

1. Under Secretary, E&M, NASC Complex, New Delhi. 2. Director, IARI, New Delhi. 3. Director, IASRI, New Delhi. 4. Caretaker, NASC Complex, New Delhi 5. ISO, DKMA for uploading this letter on ICAR website.	It is requested that accommodation in the guest houses of Instts. may be booked for the participants on twin sharing basis as per enclosed list. A confirmation in this regard may be sent to the undersigned. Lady participants may be grouped and accommodated on twin sharing basis in separate rooms.
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Meeting to be held under the Chairmanship of DG, ICAR on 22/11/2011 to discuss various Administrative and Finance issues of ICAR institutes.

Programme

9.30 hrs.	Welcome address by Secretary, ICAR
9.40 hrs.	Introduction
10.00 hrs.	Remarks by AS & FA (DARE/ICAR)
10.10 hrs.	Remarks by DG, ICAR
10.30 hrs.	Agenda items by Director(Admn.)
10.40 hrs.	Agenda items by Director(Per.)
10.50 hrs.	Agenda items and discussion/ presentation on FMS by Director(Fin.)
11.15 hrs.	Tea Break
11.30 hrs.	ICAR Institutes: Planning for XII Five Year Plan, issues of Administrative and Finance
13.15 hrs.	Lunch break
14.15	Remarks by DDGs
15.15	Pending issues on administrative and finance matters discussion with institutes.
17.15 hrs.	Tea break
17.30 hrs.	Discussion continued
18.00 hrs.	Conclusion of the meeting