



MOST IMMEDIATE

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI 110014

F.No.12(3)/2012/Gov. Cell

Dated the 3rd August, 2012

CIRCULAR

The 225th meeting of Governing Body of ICAR Society is scheduled to be held on 1st October, 2012 at 10.30 a.m. at Conference Hall, ICAR Conference Facility, NASC Complex, Pusa, New Delhi.

All the Officers/Sections at ICAR Headquarters/Krishi Anusandhan Bhavan, New Delhi 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 30th August, 2012.** 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 item(s).
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.**

12/15 6/8/12

20/8/12

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Dr. Anil Kumar
Secretary

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 QR¹ Reports must mention following text in the brief of the subject:-

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


(J. RAVJI)
DIRECTOR (P)

DISTRIBUTION:

1. All Officers/Sections at ICAR Hqrs including KAB I & II, Pusa, New Delhi.
2. PPS to DG, ICAR
3. PPS to Special Secretary (DARE) & Secretary, ICAR
4. PS to AS & FA, DARE/ICAF.
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 1 (one) English Stenographer at 10.00 a.m. on **1st October, 2012** for taking verbatim proceedings of GB Meeting. The name of the stenographer may be intimated to Governance Cell.
7. Estt. III Section for deputing 2-3 persons for assisting in GB Meeting on **1st October, 2012**. The persons so deputed may be instructed to report Governance Cell in the afternoon on **28th September, 2012**.
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. US(DKMA) for uploading this circular on ICAR web site.
13. Guard File/Spare Copies.