



**MOST IMMEDIATE**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN, NEW DELHI 110 001**

**F.No.12(4)/2018/Gov. Cell**

**Dated the 8<sup>th</sup> January, 2019**

**CIRCULAR**

The 246<sup>th</sup> meeting of Governing Body of ICAR Society is scheduled to be held on **12<sup>th</sup> February, 2019 at 10.00 A.M.** at Conference Hall, ICAR Conference Facility, NASC Complex, Pusa, New Delhi.

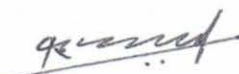
All the Officers/Sections at ICAR Headquarters/Krishi Anusandhan Bhavan I & II are accordingly requested to send 2 copies in original of Agenda Item(s) in English and Hindi for inclusion in the Agenda of the Governing Body Meeting **duly approved by the Director-General, ICAR to the undersigned latest by 21<sup>st</sup> January, 2019.** 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. The QRT Agenda Notes/items shall be prepared as per the circular no.13(2)/2013-Gov.Cell dated 22.8.2013 and no. 13(2)/2018-Gov. Cell dated 30.8.2018. The recommendations of the QRT with Council's comments, clubbed with proposed time frame for implementation, shall be in a tabular form.
4. **A soft copy of the agenda may also be provided.** The soft copy can be sent via. email {[govcell.icar@nic.in](mailto:govcell.icar@nic.in)} also.
5. **A Hindi version of the agenda item may also be furnished.**

6. The Agenda Items, which will be received **after the prescribed date** will not be accepted for inclusion in the Agenda of the aforesaid meeting.
7. There will be no supplementary item(s). **Only urgent issues in exceptional cases will be placed as supplementary items.**
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.”**

  
(Kanhaiya Chaudhary)  
Director (Administration), ICAR

**DISTRIBUTION:**

1. All Officers/Sections at ICAR Hqs including KAB I & II, Pusa, New Delhi.
2. PSO to DG, ICAR
3. PPS to Additional Secretary (DARE) & Secretary, ICAR
4. PPS to Additional Secretary & 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 for making necessary arrangements.
6. Estt. II Section for deputing 1 (one) Stenographer (English) and 1(one) Hindi at 10.00 a.m. on **12<sup>th</sup> February, 2019** 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 persons for assisting in making arrangements for GB Meeting on **12<sup>th</sup> February, 2019**. The persons so deputed may be instructed to report Governance Cell in the afternoon **11<sup>th</sup> February, 2019**.
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, NASC64 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.