

MOST IMMEDIATE

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

F.No.12(3)/2018/Gov. Cell

Dated the 10th September, 2018

CIRCULAR

The 245th meeting of Governing Body of ICAR Society is to be held shortly. Exact date, time & venue will be informed later.

All the Officers/Sections at ICAR Headquarters/Krishi Anusandhan Bhavan I & II are accordingly requested to send two (2) copies, in original, of Agenda Item(s) for inclusion in the Agenda of the Governing Body Meeting duly approved by the Director-General, ICAR to the undersigned latest by 24th September, 2018.

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. Agenda notes should be bilingual. Soft copies of both versions may also be forwarded to email ID **govcell.icar@nic.in**.
3. Before forwarding the agenda item to the undersigned, SMDs must ensure that the file has been routed through Secretary, ICAR and duly approved by DG, ICAR. It is also to be ensured that **items having financial implications shall have the concurrence of AS&FA, DARE/ICAR, before submitting to DG, ICAR for approval.**
4. The Agenda Items proposed to be submitted to the Governing Body in respect of QRT Reports shall contain only salient recommendations of the report, highlighting major policy related issues. Recommendations should be prioritized with an analysis on financial implication and impact. The SMD's should bring out agenda items concerning QRTs with focussed issues. The number of recommendations in a QRT should be limited and focused in the relevant areas. The specific comments of the concerned SMD and the action taken/proposed to be taken on the present and earlier recommendations are to be prepared in a tabular form. The QRT Agenda Notes/items shall be prepared as per the circular no.13(2)/2013-Gov.Cell dated 22.8.2013 and 30.08.2018. The Agenda Items relating to QRT Reports must mention following text in the brief of the subject:-