

**ICAR-Central Sheep & Wool Research Institute
Avikangar, Rajasthan- 304501**

F.No. PA/CAO/IMC/97/Vol. IV/

Dated: 09.03.2021

CIRCULAR

In continuation of this office Note of even number dated 25.03.2020 vide which proceeding of the Institute Management Committee (IMC) held on 16.03.2020 was circulated to all concerned for further necessary action on the agenda items related to their Division/Station/Section but action taken report has not been received so far.

The next IMC meeting of this Institute is scheduled to be held on 20th March, 2021. Therefore, it is requested to submit the action taken report on the proceeding of the last IMC meeting in Word File (Soft Copy) on email dpc.cswri@icar.gov.in and the same should reach in Director's Cell on or before 15th March 2021, to enable to take further necessary action.

All the Head of Divisions/ Head of Station/Officer Incharge of Regional Stations/Section In-charges of ICAR-CSWRI, Avikanagar are also therefore requested to send the agenda items, if any in the above mentioned email along with explanatory note with full justification for each items as per the prescribed format given in attached annexure in this office up-to 15th March 2021 for consideration in the forthcoming I.M.C. meeting.

This may be treated as Most Urgent.

Encl. a.s.a.

-Sd/-
(Suresh Kumar)
Chief Administrative Officer

Distribution:-

1. All Head of Divisions at main Institute.
2. Head, NTRS Garsa
3. I/c Head ARC Bikaner
4. Officer Incharge SRRC Mannavanur
5. I/C Store & Purchase Section
6. I/C Livestock Product Technology
7. I/C Estate Section
8. I/C IEU Section
9. I/C Farm Section
10. I/C Library
11. I/C T.M.T.C. Division
12. I/C TOT&SS Section
13. I/C Administration I Section

Digitally signed by SURESH

KUMAR

Date:Tue Mar 09 10:26:10 IST

2021

Reason: Approved

Annexure

Name of the Division/Station/Section:-

Name of Items	Approx. Cost	Full Justification
Equipment		
Works		
Admn.		
Finance		
Others		