



i n d i a n c o u n c i l o f a g r i c u l t u r a l r e s e a r c h
ICAR RESEARCH COMPLEX FOR EASTERN REGION, PATNA
(भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH)



F. No. IRCER/1-78/HRD-2016/

Date: 27.10.2016

To,

1. The Directors of All ICAR Research Institutes/Bureaus/Complexes/NRCs/PDs;
2. The Vice-Chancellors of All Central Agricultural Universities; &
3. The Project Coordinators of all ICAR-managed AICRPs and KVKs

Sub.: Request for deputing your Officers and Employees performing Administrative and Managerial duties in your reputed institution, for participating in our **Capacity-Building Programme** on “**General Administration and Management**” at ICAR-RCER, Patna on **December 14-16, 2016** - *reg.*

Sir,

It is hereby brought to your kind notice that this Institute is organizing a three-days-long **Capacity Building Programme** on “**General Administration and Management**” on the coming **December 14-16, 2016**. The **Brochure** of this Programme is enclosed herewith, for your kind perusal. It is expected that this Programme will be highly relevant and useful for the Officers and employees belonging to the ICAR Units/Institutes and CAUs, especially for those performing Administrative, Financial and Managerial duties in their respective organizations.

In this context, your good self is hereby requested to kindly consider to depute your Officers and employees performing any kind of Administrative/Financial/Managerial functions for participating in our **Capacity-Building Programme** on “**General Administration and Management**” at ICAR-RCER, Patna on **December 14-16, 2016**, *so as to enable the participants to correctly interpret the various Rules and Regulations of both Central Government and ICAR, in their day-to-day working, in their respective offices.*

It is further submitted that the participation of your Nominees will highly contribute to the quality and ambience of our Capacity Building Programme and definitely serve to make this Programme highly successful, in terms of both attendance and learning outcome. It is expected that the excellent presentation skills and captivating ability of our Faculty members to charm the target audience, will certainly do the magic and thereby impart truly great lessons of working knowledge to all our participants.

I would, therefore, request your good self to kindly depute your Nominees to attend our **Capacity-Building Programme (December 14-16, 2016)** at our **ICAR Research Complex for Eastern Region, Patna**.

Yours faithfully,

Sd/-

(Ujjwal Kumar)

Nodal Officer (HRD)

Enclosed: As above.