

Fax Message No. 49 /ICAR HQ.

Dated. 11/01/2018 ISTM-Trg Pro DR Ast-2017

No. of Pages. 03

FAX/E-mail

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI

F.No.Admn/4-17/2017-WS

Dated the 10<sup>th</sup> January 2018

To

The Director,  
(As per list enclosed)

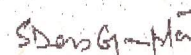
Sub: Proposal for imparting training to newly recruited Assistants – reg.

Sir,

This with reference to Council's letter of even number dated 08.11.2017 on the subject mentioned above (**copy enclosed**). I am to say that the details of newly recruited Assistant(s) who has/have joined at your respective Institute **OR** who are likely to join in 1-2 months has not received in the Council so far. You are requested to kindly look into the matter and provide the requisite information in respect of newly recruited Assistants for the above programme may be furnished in the prescribed proforma as overleaf **by RETURN MAIL** at [soworkstudy.icar@nic.in](mailto:soworkstudy.icar@nic.in), **failing which information in respect of your Institute will be treated as 'NIL'.**

**This may be treated on TOP PRIORITY.**

Yours faithfully,

( Suparna Dasgupta )  
Under Secretary (WS)

Ph:23380649/Fax:23387293

E-mail: [suparna.icar@nic.in](mailto:suparna.icar@nic.in)**Encls. As above**

FORMOrganization Specific Programme for newly recruited Assistants

1. Name of the newly recruited Assistant : \_\_\_\_\_
2. Name of the Institute : \_\_\_\_\_
3. Date of his/her joining at ICAR Institute : \_\_\_\_\_
4. Present residential address : \_\_\_\_\_
5. Contact No. : \_\_\_\_\_

Phone No. (Off.)	Phone No. (Res.)	Mobile No.	Email address

6. Name, address & Contact number of person to be contact in emergency in case of any emergency : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Controlling Officer





Fax Message No. 48/ICAR HQ.

Dated 11/01/2018

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI

F.No. Admn/4-17/2017-WS

Dated: 08 November, 2017

To,

The Director,  
All ICAR Research Institutes/NRCs/PDs/ATARI/Bureaux

Subject: Proposal for imparting training to newly recruited  
Assistants-reg.

Sir,

On the basis of the result of Assistants Grade (DR) Examination'2014 conducted by ASRB, new Assistants have been posted in various Institutes/NRCs/PDs/ATARI/Bureaux. The Council proposes to conduct a training programme for these newly recruited Assistants in order to acquaint them with office procedure/service rules etc. It is requested that the details of newly recruited Assistant(s) who has/have joined at your respective Institute OR who are likely to join in 1-2 months may be furnished in the proforma overleaf by RETURN MAIL at soworkstudy.icar@nic.in.

This may be treated on TOP PRIORITY.

Yours faithfully,

*Suparna Dasgupta*  
(Suparna Dasgupta)  
Under Secretary (WS)

*1 kg by 11/01/18*

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