



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
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Dated:28th November, 2015

30.11.15

CIRCULAR

Reference is invited to this office Circular of even No. dated 24th September, 2015 vide which Agenda items for ensuing 32nd IMC Meeting were sought for from all the Head of Divisions/Sections/Sub-stations/KVK of this Institute. However, it has been observed that except a few, most of the Divisions/Sections/Sub-Stations/KVK did not submit their Agenda items to Dr. Surja Kumar Sarkar as directed earlier.

In this context, it may be informed that the **32nd IMC meeting** is scheduled to be held on **23rd December, 2015**. In view of above, all the Head of Divisions/Sections/Scientist Incharges of all Sub-Stations and KVK are requested to submit their agenda items with detailed justification latest by **10th December, 2015** positively to Dr. Surja Kumar Sarkar Principal Scientist, PME Cell, CRIJAF so that the same could be compiled and placed before the IMC meeting for consideration.

The matter may be treated as **MOST URGENT & TIME BOUND**.


28/11/15
Administrative Officer &
Member Secretary, IMC

Distribution to :-

1. All concerned Head of Divisions/Sections, CRIJAF.
2. Incharge, PME Cell, CRIJAF.
3. All Scientist Incharges, CSRSJAF, Bud Bud/RRS, Sorbhog/SRS, Bamra/ShRS, Pratapgarh.
4. The Programme Coordinator, KVK, Bud Bud, Burdwan, W.B.
5. Sr. Finance & Accounts Officer, CRIJAF.
6. PS to Director, CRIJAF.