



भा.कृ.अ.प. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान  
ICAR - INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE

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F.NO. GA/ Instt.ManagementCommittee/2011-15-18

Dated: 22.02.2023

**CIRCULAR**

It has been decided to convene 48<sup>th</sup> Institute Management Committee (IMC) meeting at 11:00 AM on 28.02.2023. The Chairman, Director, ICAR-IGFRI & members of Institute Management Committee has kindly been consented to attend the meeting.

This issues with the approval of the Director.

  
22/02/2023  
**Chief Administrative Officer (SG) &**  
**फ़ीरोज खान**  
**FIROZ KHAN**  
**Head of Office**  
मुख्य प्रशासनिक अधिकारी (एस.जी.)/निदेशक  
Chief Adm. Officer (SG)/Director  
भारतीय चरागाह एवं चारा अनुसंधान संस्थान, झाँसी  
Indian Grassland and Fodder Research Institute, Jhansi

**Distribution:**

1. **Dr. Sultan Singh, PS. & I/c PME CELL...** with the request to kindly communicate to all Head of Divisions and Incharges of RRSs to send the achievement w.e.f. 01.04.2021 so as to incorporate in the agenda note and direct to concerned to get all the arrangements ready so that all the electronic devices for communication may function smoothly. In addition the Head of Divisions and Incharges of RRS may present the achievements before IMC w.e.f. 01.04.2021 onwards.
2. **Sh. V.D. Chhavda, CTO & I/c Security-** to keep utmost vigil & boost security arrangements from the one day prior to the date of the meeting.
3. **Sh. R.B. Bhondele, CTO & I/c Electricity Unit** - for smooth electric arrangement.
4. **Sh. Gautam Saxena, AAO(Vehicle)-** for arrangement of vehicles for the members of IMC.
5. **Sh. V.K. Paliwal, AAO(B&C)/DDO-** for getting the TA Bills dully filled by the IMC members and get it processed in a time bound manner including the honorarium to be paid to IMC members.
6. **Dr. J.P. Singh, PS,HD & I/c AKMU-** with the request to arrange video conferencing who wants to attend the meeting through video conferencing the link of which is as follows:

## Join Zoom Meeting

<https://us02web.zoom.us/j/84480645929?pwd=b2U2cmk5Zmp5YWZ5aERiMnptaKjNVZz09>

Meeting ID: 844 8064 5929

Passcode: 949705

7. **Sh. Kapil Kumar, STO & I/c Guest House, Horticulture, cleanliness, food accommodation and hospitality-** to make all necessary arrangement for all the work for which he assigned.
8. **Sh. Harjeet Singh Yadav, AAO(Estt. & Store-Pur) –** to get ready to keep and distribute the kits etc., to IMC members during the meeting.
9. **Sh. Shailendra Sinha, STO-** To kindly facilitate during the IMC meeting.
10. **I/c Finance-** with the request kindly priorities the payments to IMC members. In addition, It is also informed to kindly **prepare the agenda note** for receipt and expenditure w.e.f. 01.04.2021 onwards.

  
22/04/2023  
Chief Administrative Officer (SG) &  
FIR Head of Office

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