



डा. एस. अय्यप्पन

सचिव एवं महानिदेशक

**Dr. S. AYYAPPAN**

SECRETARY & DIRECTOR GENERAL

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कृषि अनुसंधान और शिक्षा विभाग एवं  
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*Dear Colleagues,*

As you are aware, the report of the most significant achievements of DARE/ICAR is submitted every month to the Cabinet Secretariat and the institutes are contributing inputs for this report on continuous basis. However, it has been noticed that very often routine achievements including unnecessary details are being sent by the Institutes which are not fit for being included in the monthly report. It is, therefore, requested that henceforth only the most significant achievements preferably two or three bullet points may be submitted for this purpose.

Additionally, the status report on the 'Minimum Government Maximum Governance' is also being submitted to the Cabinet Secretariat by the Council every month. One or two bullets under this title clearly indicating the steps taken towards improving the efficiency, transparency and accountability by the institute during each preceding month may also be sent regularly. Further, inputs on the activities undertaken relating to Swachh Bharat Mission during the month in two or three bullet points along with one or two quality photographs may please be provided regularly.

The information may be submitted through respective Subject Matter Divisions (SMDs) by the end of every month. A copy of the report may also be sent directly to the ADG (Coordination), ICAR at email - [adgcoordination@gmail.com](mailto:adgcoordination@gmail.com).

*With regards,*

Yours sincerely,

( S. Ayyappan )

**Distribution :**

1. DDGs; ADGs; PD, DKMA; National Coordinators; Directors of ICAR Hqrs.
2. Directors of ICAR Institutes/ Directorates/ Bureaux/ NRCs;
3. Zonal Project Directors
4. Project Coordinators