

## **ICAR-Indian Institute of Soil Science, Bhopal**

January 02, 2018

**Subject: Proceedings of the meeting on Feed the Future India Triangular Training (FTF ITT) programme of USAID and MEA, Govt. of India in relation to conduct of a training programme "Management of Technology and Extension for Soil Testing based advisory Services to Farmers" to be held at ICAR-IISS, Bhopal during January 30-February 13, 2018-01-02**

A meeting of the organizing committee-formed vide circular F. No. PS/7-2/2004 dated 18.12.2017- was held on Dec 23, 2017.

### **Following were present in the meeting**

Dr. Ashok K Patra, Director, Chairman  
Dr. A. K. Biswas, HOD (SCF), Member  
Dr. Ajay, PS, Member  
Dr. A. K. Tripathi, PS, Member  
Dr. Brij Lal Lakaria, PS, Member  
Dr. S. Ramana, PS, Member  
Dr. R Elanchezhian, PS, Member  
Dr. N K. Lenka, PS, Member  
Dr. Kollah Bharati, PS, Member  
Sh. S. K. Gupta, SAO, Member  
Sh. Neeraj Tahiliani, FAO, Member  
Dr. Sanjay Srivastava, Member Secretary

At the outset, the Director apprised all the members about the details of the training programme. Thereafter, Dr. Srivastava briefed about the standard operating procedures (SOP) as received from MANAGE.

Following points were decided in the meeting:

Since the accommodation for 20-22 participants is not available in the institute campus, It could be arranged in a suitable Hotel within short distance from the institute. The Chairman, accommodation committee may take immediate action in arranging accommodation as per SOP. It may be ensured that accommodation is inclusive of complimentary Breakfast.

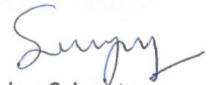
The total allocation for food is Rs 600 per head per day and Lunch and dinner for the executives is to be arranged within this.

Transportation has to be arranged by the transportation committee by hiring suitable vehicles as per the institute rate contract.

Similarly the other committees would do the job as per the circular F. No. PS/7-2/2004 dated 18.12.2017.

Dr Srivastava to circulate a copy of SOP to all the members of the Organizing committee and all the committees may do their work as per SOP. He informed that the funds for arranging the training programme will be received by the institute 15 days before the start of training programme. All the Chairman of different committees may initiate the process for taking advance for expeditious management.

The meeting ended with vote of thanks to Chair.



Sanjay Srivastava  
Coordinator  
FTF ITT

To,  
Chairman, Organizing Committee  
Members, Organizing Committee