



**ZONAL PROJECT DIRECTORATE, ZONE-III**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**UMIAM (BARAPANI) – 793103, MEGHALAYA**

**Phone No: 0364 2570081(ZC), 2570483(Admn.) :: Fax: 2570396, 2570483**  
**E-mail: icar\_zcu3@yahoo.co.in, icarzcu3@gmail.com**  
**Website: www.icarzcu3.gov.in**

ZPD-III/AR/2009-10/

Dated: 18<sup>th</sup>, June, 2009

To,

All Programme Coordinators, KVKs under Zone-III

**Sub: Revised format of Annual Report, 2008-09 and Annual Action Plan, 2009-10 – reg**

Sir,

With reference to the above subject, I am directed to inform you that the revised format for submission of 'Annual Progress Report - 2008-09' and 'Annual Action Plan – 2009-10' are uploaded in the ZPD – III website (www.icarzcu3.gov.in). You are therefore, requested to download and utilize the same for preparation of annual progress report and annual action plan. The changes are highlighted with yellow colour in the new proforma with appropriate examples in different sections for reference and guidance in preparation of the report. The modalities for submission are as given below:

1. Hard copies in triplicate of Annual Action Plan 2009-10 and Annual Progress Report 2008-09.
2. Hard copies of action photographs (1 copy each of 10 photos) with a description of the same made behind the photo with pencil.
3. A CD containing 3 separate folders namely Annual Action Plan 2009-10, Annual Progress Report 2008-09 and Action Photographs - 2008-09.
4. The 'Action Photographs - 2008-09' folder should contain 10 action photographs in JPEG Format. The photos should be in separate files and not to be pasted in a single word file. The name of each JPEG file should clearly indicate the activity depicted in the photographs.

The above listed materials after due completion in all respects are to be submitted during the Annual Zonal Workshop of KVKs scheduled to be held during second week of September, 2009 at the Directorate of Agricultural Research & Education, Govt. of Mizoram, Aizawl. Incomplete and casually filled in proformas will not be accepted. Hence, you are requested to take utmost care in filling up of the proformas according to the guidelines provided. This is for favour of your kind information and necessary action.

Thanking you,

Yours faithfully,

(A.K. Singha),  
Sr. Scientist (AE)

Copy to:

1. All Heads of Host Institutes under Zone –III
2. Office file

(A.K. Singha)