



## ICAR-Central Agroforestry Research Institute Jhansi :: Uttar Pradesh

### Meeting Calendar for 2024

F. No. Director/2020/1

Dated: 19.12.2023

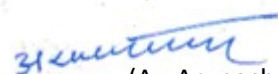
**For smooth functioning, stock-taking, and facilitation of administrative, finance and scientific research components in the Institute, the meeting calendar has been devised for implementation.**

- Key:** (i) All meetings/programs shall be conducted physical/virtual depending on the requirements  
(ii) The number of meetings/programs shall be increased depending on the requirements  
(iii) Respective OICs to take note of the schedule for adoption and implementation  
(iv) In addition, meetings/programs shall be called and necessary as necessary as well  
(iv) All the concerned OICs/Chairmen/Members of Committee are to be present without fail

Indicative Month/week	Aspect	Notification	Dispatch of Agenda, as appropriate	Date of Actual Meeting
<b>Rajbhasha</b>				
Second week of January	World Hindi Diwas	1-1-2024	-	10-1-2024
Third week of February	Rajbhasha	9-2-2024	11-2-2024	15-2-2024
Third week of June	Rajbhasha	9-6-2024	14-6-2024	16-6-2024
Second/Third week of September	Rajbhasha	9-9-2024	12-9-2024	14-9-2024
	Hindi Pakhwada	1-9-2024	5-9-2024	14-9-2024 to 28-9-2024
Third week of December	Rajbhasha	9-12-2024	12-12-2024	15-12-2024
<b>Internal Complaints Committee (ICC)</b>				
Third week of February	ICC	14-2-2024	16-2-2024	17-2-2024
Second week of March	International Women Day & ICC	5-3-2024	-	8-3-2024
Third week of June	ICC	10-6-2024	11-6-2024	15-6-2024
Second/Third week of September	ICC	8-9-2024	9-9-2024	13-9-2024
Third week of December	ICC	8-12-2024	13-12-2024	16-12-2024
<b>IJSC</b>				
Third week of February	IJSC	14-3-2024	16-3-2024	19-3-2024
Third week of April	IJSC	18-4-2024	19-4-2024	20-4-2024
Third week of June	IJSC	13-6-2024	15-6-2024	18-6-2024
Third week of September	IJSC	12-9-2024	15-9-2024	17-9-2024
Third week of December	IJSC	19-12-2024	20-12-2024	23-12-2024
				<i>Continued...</i>

*Signature*

<b>Research Advisory Committee (RAC)</b>				
Second week May	RAC	5-5-2024	7-5-2024	10-5-2024
<b>Institute Research Committee (IRC)</b>				
Second week June	IRC	30-5-2024	3-6-2024	9-6-2024
First week of December	IRC	29-11-2024	3-12-2024	6-12-2024
<b>Institute Management Committee (IMC)</b>				
First week of March	IMC	23-2-2024	28-2-2024	5-3-2024
First week of September	IMC	23-8-2024	27-8-2024	3-9-2024
<b>Farm Advisory Committee (FAC)/Nursery Management Committee</b>				
1 <sup>st</sup> week of every month	FAC and Bill verification for contractual labour	OIC (Farm) to call the meeting		
<b>AKMU &amp; Library Advisory Committee (OIC AKMU to call the meeting)</b>				
Fourth week of May	AKMU, Library and allied issues	23-5-2024	25-5-2024	27-5-2024
Fourth week of November	AKMU, Library and allied issues	21-11-2024	23-11-2024	25-11-2024
<b>Guest House &amp; Canteen Management Committee (GHCMC)</b>				
2 <sup>nd</sup> week of every month	GHCMC	OIC (Training Hostel) to call the meeting		
<b>Estate/Campus &amp; Security Management</b>				
2 <sup>nd</sup> week of every month		OIC (Estate) to call the meeting		
<b>PME, HRD/HRM &amp; ITMU Meeting</b>				
3 <sup>rd</sup> week of June	PME/ITMU	15-6-2024	16-6-2024	18-6-2024
3 <sup>rd</sup> week of December	PME/ITMU	15-12-2024	16-12-2024	19-12-2024
<b>AICRP-Agroforestry Review Meeting</b>				
4 <sup>th</sup> week of February	AICRP-AGM	1-2-2024	7-2-2024	24-2-2024 25-2-2024
4 <sup>th</sup> week of May	Quarterly Review	23-5-2024	25-5-2024	27-5-2024
4 <sup>th</sup> week of August	Quarterly Review	22-8-2024	24-8-2024	27-8-2024
4 <sup>th</sup> week of November	Quarterly Review	21-11-2024	23-11-2024	26-11-2024
<b>Program Leaders/Administrative/Finance Meeting</b>				
Every month	Next Day after the ICAR HQ/Divisional SOC Meeting			
<b>Institute Staff Welfare Fund Management Committee</b>				
1 <sup>st</sup> January & 1 <sup>st</sup> July	Member Secretary to call the meeting			



(A. Arunachalam)  
19 December, 2023

Copy to:

1. HO
2. All Concerned