

Details of Service records and documents in respect of Scientific staff, Technical staff, Supporting and administration Staff,

Documents/records such as cash book, Cheque book, and books records pertaining to Pension, HBA, Car, Computer, Monthly Account, Annual Account of Institute and GPF A/cs. & other documents as prescribed in the ICAR Audit manual.

Dak Diary Register / Despatch Register / File Movement Register/Increment Register/ Service Book Register / RTI cases diary register / leave application diary register

***Statement of documents held in Admin Section***

CR Dossier of Scientists Working in ICAR-IISS	48
CR Dossier of Technical Working in ICAR-IISS	17
CR Dossier of Ministerial Working in ICAR-IISS	20
CR Dossier of Supporting Working in ICAR-IISS	18

**Human Resource Development:** The HRD activities are pursued through organization of training programmes under ICAR Summer/Winter schools and other national and international sponsored trainings. A wider publicity is given about the training courses well in advance through circulation of training brochure/folders and digital mode via web site. The applications/ nominations, duly recommended by the concerned authorities are invited on the prescribed proforma. The selection of trainees is based on eligibility criteria and individual merits. The training manuals in the form of compendium are brought out for the benefit of participants. The salient achievements/highlights of the HRD activities are documented in the Annual reports, Newsletters etc.

4) **Extension :** The extension activities are specifically related to (i) information and farm advisory services including MGMG programs, (ii) front line demonstrations (FLDs) in collaboration with AICRPS/AINP (iii) Krishi Vigyan Mela, exhibitions, field days etc.

Director/SAO