Sub: Training programme on "Documentation and Report Writing" during 29th July to 2nd August 2019 at MANAGE – Regd.

Dear Sir,

The National Institute of Agricultural Extension Management (MANAGE), an organization under the Ministry of Agriculture, Govt of India, is organizing a training programme on "Documentation and Report Writing" during 29th July to 2nd August 2019 at MANAGE, Hyderabad.

Good quality documentation of project experiences, knowledge and lessons learnt is the need of the hour. Innovations and good practices need to be documented for learning and dissemination to various stakeholders. The current program is aimed at improving skills of participants in documentation and reporting. The objectives are to impart an understanding of the importance and value of systematic documentation in programs and projects, orient participants to the process and tools for documentation and focus on report writing skills.

The training program is meant for Senior / Middle Level Officers from Agriculture and Allied Departments, faculty from State Agricultural Universities, KVKs, EEs, and SAMETIs and other agricultural extension and training Institutions. This is to request you to kindly nominate 4 or 5 officers/faculty members from your Organization to attend the above-mentioned training program. There is no course fee and boarding and lodging will be provided by MANAGE. However, travel charges would have to be borne by the organizations nominating the participants. Participants are requested not to bring their spouse, children with them to the training program due to limited hostel accommodation at MANAGE. Please note that participants will have to pay an extra charge for the additional days of stay at MANAGE which shall be subject to prior permission and availability of accommodation.

Please send your nominations along with contact details of your nominees to Dr. Lakshmi Murthy, Deputy Director (Documentation) & Course Director, MANAGE by email: lakshmi@manage.gov.in (Mobile: +91 9848785837), or by fax (040-24015388), by 19th July 2019.

A line of confirmation of nominations will be highly appreciated.

Thanking you, with regards,

Yours sincerely,

(Lakshmi Murthy)

To
The Director of Agriculture,
Department of Agriculture,
Government of Kerala,
Vikas Bhavan
TRIVANDRUM – 695 001,
KERALA
Subject No TE(2) 05364/2019 dt 06/7/2019.

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DDA FOC / DTH

You are requested to send nominations of officers willing to attend the training to the email id: jdatvng@gmail.com
Last date for receipt of nomination is 20/7/19. Nominations should include contact numbers.

For Director, ADP FD

B. BABY GIRIJA, Bsc(Agr.), MBA
Joint Director of
Directorate of Land Improvement & Settlement
Rajak Bhavan, Thiruvananthapuram - 33

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