



GOVT. OF ASSAM

DIRECTORATE OF AGRICULTURE, ASSAM, KHANAPARA, GUWAHATI-22

Agri/Esstt/8693/RM/Pt-1/2022-23/29

Dtd /05/2023

**Minutes of Meeting Held At Conference Hall of Directorate Of Agriculture**

Date : 16.5.2023  
Venue: Conference Hall, Directorate Of Agriculture  
Time : 11:30 AM

The meeting was held under the chairmanship of Shri Bhaskar Pegu, IAS, Director of Agriculture. Following are the major highlights of the meeting:

**1. REVIEW MEETING**

- Director of Agriculture will review all schemes/programs separately with respective Nodal Officers and staffs of concerned wing/cell . DA instructed all Nodal officers to prepare presentations for the review meeting.

**2. PROGRAM LIST**


- All N.Os will submit the calendar of events of their respective scheme/branch pre fixed for the month as and when finalized to the PA to DA. PA to the DA after due consultation with all N.Os will compile the list of events and programs to be organized by Directorate of Agriculture and keep on updating the list and apprise the DA.

**3. FINANCIAL AND LEGAL MATTERS**

- All the required rules and legal procedures pertaining to financial and legal matters are to be followed strictly while moving files for implementing any scheme/ programs.
- Disposal of all court cases under Directorate of Agriculture are to be given priority.


**4. OFFICE ENVIRONMENT**

- DA stressed on maintaining a healthy working environment in the office premises and to ensure that unnecessary gathering of persons does not take place during office hours.
- DA called upon all the officers and staffs to conduct themselves in a professional way and exercise utmost transparency and diligence in disposal of office work.

  
( Bhaskar Pegu, IAS )  
Director of Agriculture, Assam  
Khanapara, Guwhati-22.

Copy To:-

1. The Joint Director Of Agriculture (All), Directorate of Agriculture, Assam,  
Khanapara, Ghy-22 .....
2. The Assistant Director Of Agriculture (All), Directorate of Agriculture, Assam,  
Khanapara, Ghy-22.....
3. Nodal Officers (All), Directorate of Agriculture, Assam, Khanapara, Ghy-22  
.....
4. Superintendent (All Branches).....

  
Director of Agriculture, Assam  
Khanapara, Guwhati-22