

No.F.2(115)-AGRI/ESTT/2022-23/ 6765-6846.
Government of Tripura
Department of Agriculture & Farmers' Welfare
Krishi Bhawan, Tripura, Agartala

Dated, Agartala, the 18/08/ 2022

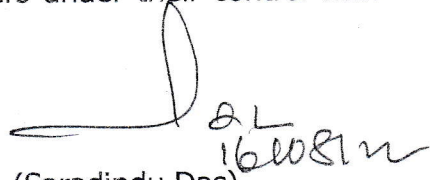
MEMORANDUM

In accordance with the approval of the Govt. vide U.No. 930/Sect/Agri/Horti, dated-14.06.2022, a memo was issued to all Gazetted Officers in the Department for submission of monthly working cum tour dairies by 7th of each succeeding month, but some of them are not submitting the same.

In view of the above, all concerned are hereby again directed to submit working cum tour dairies along with synopsis (as per enclosed format) of work performed during the month within the stipulated date as mentioned above to their respective Head of Office.

As such, all concerned Head of Office under this Directorate will submit only the synopsis of the monthly working cum tour dairies of the officers under their control with views to the Directorate for further course of action.

Encl: As stated above.


(Saradindu Das)
Director of Agriculture
Tripura

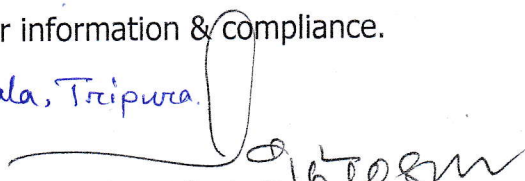
To:-

1. All Head of Office.....
for information & compliance.
2. Sri/Smt/Dr.....
for information & compliance.

Copy to:-

1. The Deputy Director of Agriculture, Establishment Section, Directorate of Agriculture for information.
2. The Office Superintendent, Establishment section for information & compliance.

3. IT Cell, Directorate of Agriculture, Agartala, Tripura.


(Saradindu Das)
Director of Agriculture
Tripura

SI No	Synopsis:	
1	Total No. of Working days	
2	No. of Tours (days)	
3	No. of Meeting/Training Programme attended	
4	No. of Field visit	
5	No. of store verified (Sub-seed store/Main) & Private dealers	
6	No. of Office & Farm/Orchard inspected	
7	No. of Major Demonstration plots inspected & findings	
8	Total Distance covered	
9	Total Distance covered on foot	