



ZONAL COORDINATING UNIT, ZONE-III
ICAR RESEARCH COMPLEX FOR NEH REGION
UMIAM (BARAPANI) - 793103
MEGHALAYA

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No.ZC/TOT/

Dated the 25th Sept, 2007

To

All The Programme Coordinator (KVKs)
Zone - III

Sub : **Submission of Monthly/Quarterly/Quarterly Monitorable Target/Half Yearly Reports... Reg**

Sir,

With reference to the above I am directed to state that some of the KVKs of this Zone are very irregular in sending their Monthly/Quarterly/ Quarterly Monitorable Target/Half Yearly Reports etc to this Unit. This causes a great deal of difficulty on the part of this Unit to submit the compiled reports to the Council as genuine representative of the Zone. The matter has been viewed and taken up very seriously at the Council level.

In this regard, I request you to get your personal attention and care for ensuring timely and regular submission of the above reports in the prescribed formats enclosed herewith. It is to be noted that no points should be left unattended and no column with blank. The filled in reports must be submitted through **e-mail/fax followed by post.**

Your cooperation in this regard is highly appreciated.

Thanking you,

Yours faithfully,

(A.K.Singha)
Sr.Scientist

**QUARTERLY REPORT OF MONITORABLE TARGETS OF
KVK**

Name of the KVK :

Quarter :

Sl. No.	Particulars	No. of Demonstrations/Programme	Area(ha)/No. of Participants
1.	No. of Technologies taken up for on-farm trials		
2.	Front Line Demonstrations		
i)	Oilseed		
ii)	Pulses		
iii)	Other crops		
3.	Training of farmers including farm women rural youth and sponsored programmes		
4.	Training of Extension Personnel including sponsored programmes		
5.	Extension activities		
i)	Field Days		
ii)	Kisan Mela		
iii)	Exhibitions		
iv)	TV Programmes		
v)	Radio Programmes		
vi)	Publications		
vii)	Diagnostic visits		
viii)	Exposure visits		
ix)	Animal Camps		
x)	Field visits		
xi)	Kisan Gosthi		
xii)	Mahila mandal		
xiii)	Farmers visits to KVKs		
ix)	Advisory Enquiry/Helpline service		
x)	Clinic Day		
xi)	Farm Science club formation		

Sl. No.	Particulars	No. of Demonstrations/Programme	Area(ha)/No. of Participants
xii)	Extension Literature distributed		
xiii)	Newspaper/Radio/TV coverage		
xiv)	Film Shows Self Help Group Meetings		
xvii)	Lectures delivered		
xviii)	Agriculture camps		
xix)	Any Other(mention the name)		
6.	Seeds produced (Quintals)		
7.	Saplings produced (no) a) Fruit saplings b) Vegetable saplings c) Medicinal plants		
8.	Women in Agriculture		
i)	Drudgery Reduction		
ii)	Protection from loss of food/produce		
iii)	Improvement in Knowledge and skill of farm women (excluding i & ii)		

Note:

Period: 1st Quarter (January –March)

2nd Quarter (April – June)

3rd Quarter (July – September)

4th Quarter (October – December)

This report should reach ZC Unit on or before 10th of the next month of every next quarter.

Signature of Programmer Coordinator

Monthly Progress Report of KVK:

Period of Report:

Activities and sub activities	Area in ha	Monthly Achievement			
		No. conducted	Number of beneficiary		
			SC/ST	Others	Total
1.Farm Advisory					
Demonstration					
Oilseeds					
Pulses					
Others					
1.2 Field Days					
1.3 Kisan Mela					
1.4 Diagnostic Service					
Scientist visit to farmer`s field					
Farmers visit to KVK Farm					
2 Vocational training					
2.1 Practicing Farmers					
Male					
Female					
2.2 School drop out					
Male					
Female					
3. In-Service Training					
Male					
Female					
4. On Farm Testing					
5. Other Extension Activities					

Note:

Period: 15th of every month to 14th of the next month

This report should reach ZC Unit on or before 20th of every month.

Signature of Programmer Coordinator

Quarterly Progress Report of KVK:

Period of Report:

Major activities	Annual Target		Quarterly Performance		Cumulative total	
	Physical	Financial	Physical	Financial	Physical	Financial
Civil Works						
Equipment						
HRD						
Training						
a) National						
b) International						

Activities	Annual Target		Quarterly Performance		Cumulative total	
	No./Area	Participant (Male/Female) Total	No. /Area	Participant (Male/Female) Total	No. /Area	Participant (Male/Female) Total
A. Training						
Practising farmers						
Rural youth/School drop-out						
Extension Functionaries						
B.Demonstrations						
Oilseeds						
Pulses						
Other(Pl. specify)						

Note:

Period: 1st Quarter (January –March)

2nd Quarter (April – June)

3rd Quarter (July – September)

4th Quarter (October – December)

This report should reach ZC Unit on or before 10th of the next month of every next quarter.

Signature of Programmer coordinator

HALF YEARLY REPORT FORMAT I

Name of Scheme	Particulars	Target	Achievements
A. Training			
1. Practicing Farmers	1. a. No. of Trainings		
	1. b. No. of Participants		
2. Rural Youth	2. a. No. of Trainings		
	2. b. No. of Participants		
3. Extension Functionaries	3. a. No. of Trainings		
	3. b. No. of Participants		
B. Front Line Demonstrations			
1. Oilseeds	1. a. Area in hectares		
	1. b. No. of demonstrations		
2. Pulses	2. a. Area in hectares		
	2. b. No. of demonstrations		
3. Others	3. a. Area in hectares		
	3. b. No. of demonstrations		
C. Extension Activities			
1. Field Days	1. a. Numbers		
	1. b. Participants		
2. Kisan Melas	2. a. Numbers		
	2. b. Participants		
3. Diagnostic Services	3. a. Numbers		
	3. b. Beneficiaries		
4. Scientist Visits	4. a. Number of visits		
	4. b. Beneficiaries		
5. Farmers Visits	5. a. Number of visits		
	5. b. No. of Farmers		
6. Radio Talk	Numbers		
7. Publications	Numbers		

Note:

Period: From April – September

From October - March

This report should reach ZC Unit on or before 10th of the next month of the last half yearly

Signature of Programmer Coordinator

FORMAT II

April – September 2007

Zone-III

Name of Scheme	(Rs. In lakhs)	
	Outlay	Expenditure
Krishi Vigyan Kendras (New + Old)		
Zonal Coordinating Unit, Zone-III		