

# KRISHI VIGYAN KENDRA, MAYURBHANJ-1

## PROCEEDING OF THE STAFF MEETING HELD ON 17<sup>TH</sup> AUGUST, 2016

The meeting started at 4.00 PM in the chamber of Sr. Scientist & Head, KVK, Mayurbhanj-1. The staffs present in the meeting are listed below. At the outset, The Senior Scientist & Head along with the staff presents welcome to the new staff Sri Jeeban Kumar Biswal joined on the Post of Programme Assistant (Computer) in place of Sri Sanjay Kumar Barik. The discussions made on the meeting are as follows:

- 1) The Senior Scientist & Head asked about the preparatory work for participation in the OUAT foundation day.
- 2) The Farm Manager reported about the transplanting of paddy seeds going on in the KVK instructional farm. He reported that nearly 20 acres of land have been transplanted through transplanter. He also enquired about receipt of letter from the University regarding the hiring cost of puddling & field preparation.
- 3) It is decided in the meeting that from this month onwards KVK will organize awareness programme on Swaccha Bharat on its operational area.
- 4) The Senior Scientist & Head advised all the Scientists to give focus on KVK Module village.
- 5) It is decided that the KMA register will maintain in regular manner and every message will be recorded, which being is sent to the farmers, extension personnel and entrepreneurs through web portal. This will maintain by the Programme Assistant (Computer).
- 6) The Farm Manager proposed to repair the door of KVK Poultry Unit as the same has been partially damaged.
- 7) The Senior Scientist & Head directed to all the staff to cooperate on the awareness programme scheduled to be held on 19<sup>th</sup> August, 2016 at Rangamatia College on the topic "Parthenium Weed".

The meeting ends at 4.45 PM.

### Staffs present

- Mrs.J.Bhuyan, Scientist (Home Science)
- Ms.Suchismita Mohapatra, Programme Assistant (Soil Science)
- Sri Mayukh Adhikary, Farm Manager
- Sri Jeeban Kumar Biswal, Programme Assistant (Computer)
- Sri Raghunath Pati, Jr.Steno-Cum-Computer Operator
- Sri Pradipta Kumar Biswal, Driver-Cum-Mechanic
- Sri Dinabandhu Swain, Peon-Cum-Watchman
- Sri Prasanna Martha, Peon-Cum-Watchman

### Staffs Absent

Dr.Deepak Kumar Mohanty, Scientist (Agriculture Engineering) – Official tour to Baliapal to attend the Farmers Training Programme on Production technique of Maize organized by AICRP on Maize, OUAT, Bhubaneswar.

Sri Bikram Keshari Behera, Driver-Cum-Mechanic – Drive the office vehicle to Baliapal with Dr.D.Mohanty, Scientist (Agriculture Engineering).

*Salluwar*  
19/8/16  
Senior Scientist & Head,  
KVK, Mayurbhanj-1

Memo No. 514 dated 19/08/16

Copy forwarded to all the staff of their information.

*Salluwar*  
19/8/16  
Senior Scientist & Head

Memo No. 515 dated 19/08/16

Copy submitted to the Dean, Extension Education, OUAT, Bhubaneswar for favour of his kind information.

*Salluwar*  
19/8/16  
Senior Scientist & Head

Memo No. 516 dated 19/08/16

Copy submitted to the Private Secretary to Hon'ble Vice Chancellor, OUAT, Bhubaneswar for kind information of the Hon'ble Vice Chancellor.

*Salluwar*  
19/8/16  
Senior Scientist & Head