



CENTRAL SERICULTURAL RESEARCH & TRAINING INSTITUTE  
CENTRAL SILK BOARD, [Min. of Textiles – Govt. of India]  
Manandavadi Road, Srirampura,  
MYSURU – 570 008.

No. CSB/RTI/PMCE/MR&QR/2019-20 | 9-03/04/193

14.11.2019

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CIRCULAR

**Sub: Revised formats for submission of monthly and quarterly reports-reg.**

The scientists are requested to note the revised formats (enclosed) for submission of monthly and quarterly reports pertaining to R&D projects, Capacity Building & Training (CBT & Non-CBT), Extension Communication Programmes (ECPs) and Revenue Generation.

It is requested to adhere to the following guidelines while submitting the said reports.

1. Submit the monthly report on the **25<sup>th</sup> of every month** (soft and hard copies) to PMCE
2. Submit the quarterly report on the **2<sup>nd</sup> of the succeeding month** after the quarter under report in both soft and hard copies.
3. **Not to modify / merge** the content of the data format.
4. Use only Times New Roman Font 12

This is for strict compliance.

Encl:

1. Revised monthly report formats – Annexure 1 & 2
2. Revised quarterly report formats – Annexure 1 to 5

DIRECTOR

To,

1. Host plant improvement & protection: Dr. Pratheesh Kumar, P.M., Sci-D
2. Host plant production: Dr.C.M.Babu, Sci-D
3. Farm Management Division: Sri. Y.N. Sanath Kumar, Sci-C
4. SW crop improvement & production (bivoltine) : Dr. Manthira Moorthy,S. Sci-D
5. SW crop improvement & production (multivoltine) : Dr. Chandra Shekar, K.B., Sci-D
6. Silkworm crop protection: Dr. Mary Josepha Sherry, A.V., Sci-D
7. Sericulture Extension Economics & Management (SEEM): Sh. Selvaraju, N.G., Sci-D with a request to communicate the above information to the non-delegated units and submit the compiled report to PMCE
8. Training: Dr.Narendra Kumar, J.B., Sci-D
9. Project monitoring, coordination & evaluation: Dr. Vineet Kumar, Sci-D
10. SED and Post-cocoon Evaluation: Sh. Shivakumar M Hukkeri, Sci-D
11. Scientist-D, RSRS, Ananthapur/ Chamarajanagar / Kodathi/ Salem/ Mulugu
12. Scientist-D, P4 BSF Hassan/SSBS Coonor