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**Sent:** Tuesday, April 7, 2020 11:33:31 AM  
**Subject:** Annual Report 2019-20

Sir,

The FY 2019-20 has come to a close now and 2020-21 has begun. It is expected that all the scientists start compiling the data generated in different projects/programmes/OST/OFT, etc. so that the analysed data can be kept ready. In view of the present situation, it is appropriate that the scientists working from home may attend to these works.

As all are aware, the publication/printing of Annual Report 2018-19 was inordinately delayed. This is not good. As suggested above, if the data are analysed and kept ready, the same can be compiled expeditiously in Annual Report format. It is requested that the Annual Report for the year 2019-20 should be ready/printed by **July 2020** positively. So all concerned may please initiate action immediately. Once the lockdown is over and office starts functioning normally, I would like to review the above with the scientists. Similarly the Admin. staff may be requested for similar efforts.

The compilations will also help in submission of Final Reports(Concluded project reports)/Yearly reports in MIS format/ updated quartelry report in MIS format, etc. to RCS of CO.

Action initiated may please be informed.

Thanks,

DIRECTOR

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