

**Most Important**

**F. No. 25-1(12)/2018-AHD (Coord)  
Government of India  
Ministry of Agriculture  
Department of Animal Husbandry, Dairying & Fisheries  
(Plan Coordination Unit)**

\*\*\*

Krishi Bhawan, New Delhi  
Dated the 24.12.2018

**OFFICE MEMORANDUM**


**Subject: Preparation of Annual Report (2018-19)- regarding.**

In continuation of Plan Coordination Unit's O.M. of even number dated on 2.11.2018 on the subject cited above, material from all the Divisions is still awaited. In this connection, it may be noted that Annual Report of the Department is prepared every year highlighting the activities undertaken by the Department in the respective financial year. **The Annual Report is laid in the Parliament during the Budget Session** and also furnished to the Parliamentary Standing Committee on Agriculture during discussion on Demand for Grants. Besides, the Annual Report serves as a reference manual on the activities of the Department.

2. Annual Report (2018-19) highlighting the **achievements under various schemes of the Department till 31.11.2018** is to be prepared and additional material desired to be included in the Annual Report (2018-19) may also be provided.

3. All the Divisional Heads are requested to update the chapter-wise material pertaining to their Division, along with related photographs and success stories, for inclusion in the Annual Report 2018-19. The soft copy of the same may also be sent to the PC Unit at [pcunitdadf@gmail.com](mailto:pcunitdadf@gmail.com).

4. The relevant material on Annual Report (2018-19) may be furnished to PC unit by 31.12.2018 and information relating to fund release, updated till 31.12.2018 may be furnished by 5.01.2019.

  
(Sarbeswar Majhi)  
Deputy Secretary (PC)

JS(CDD)/ JS(NLM)/ JS(Fy)/ JS(LH)/ JS (Admin)/ Adviser (Stats.)

Copy for information:

1. Sr. PPS to Secretary (ADF)
2. Dir (FY)/ Dir (AHS)/DC (Dairy)/JC(LH)/DC(NLM)/DC(Cattle)/JD(LI & Extn)/AC(Trade)/US(IC) / US (DMS)/US (Admn.I)/ US(Admin-III)/US (Admn. IV)/US (Admin. V)/US(Admin. VI)/ AD (Hindi)