

लक्ष्मी मूर्ती, पीएच.डी.
उप-निदेशक (प्रलेखन)

Lakshmi Murthy, Ph.D.
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राष्ट्रीय कृषि विस्तार प्रबंध संस्थान

(कृषि मंत्रालय, भारत सरकार का संगठन)

राजेन्द्रनगर, हैदराबाद - 500 030, टी.एस., भारत.

NATIONAL INSTITUTE OF AGRICULTURAL
EXTENSION MANAGEMENT (MANAGE)

(An organization of Ministry of Agri., Govt. of India)
Rajendranagar, Hyderabad - 500 030. T.S. Web : www.manage.gov.in

MNG-12/ICT-KM-32/2014-15

2nd January, 2015

Sub: "Workshop on Process Documentation for Agriculture and Rural Development"
during 24th to 28th, February, 2015 at MANAGE, Hyderabad – Regd.

Dear Sir,

The National Institute of Agricultural Extension Management (MANAGE) is organizing a
on "Workshop on Process Documentation for Agriculture and Rural Development" during
24th to 28th February, 2015 at MANAGE, Hyderabad.

A range of development projects and schemes has been the channel for routing
development initiatives across the country. The knowledge and experience gained by
development professionals in various projects is valuable and has a significant impact on
designing future programs and policies. However, a concerted effort is needed to document the
whole process of development systematically, for the lessons to be integrated into the next
phase of development.

This workshop focuses on building the skills of personnel of Development Projects in
Process Documentation. The objective of the workshop is to orient the participants to the
concept of Process Documentation; provide an understanding of the methodologies and steps
involved in Process Documentation and develop skills in operationalizing the concept of
Process Documentation.

The participants would include officials of agriculture, allied Departments, Agricultural
Universities and Krishi Vigyan Kendras (KVKs) involved in planning and management of
agricultural development projects. Around 25 officers are expected to attend the workshop.
There is no course fee and boarding and lodging will be provided by MANAGE. However, travel
expenses would have to be borne by the sponsoring organization.

This is to request you to kindly nominate 3-4 officers from your department to attend the
above workshop. Please send us your nominations by email (lakshmi@manage.gov.in) or by
fax (040-24015388), to reach us by 21st February, 2015.

A line of confirmation of nominations will be highly appreciated.

Thanking you, with regards,

Yours sincerely,

(Lakshmi Murthy)
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To
The Director of Animal Husbandry
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Vikas Bhavan
Thiruvananthapuram - 695 033
Fax No. 0471-2301190