

**Bangladesh Agricultural Research Council**  
**Quarterly Progress Report Format**

Name of Division/Unit:.....

Period of Reporting: .....

Sl. No.	Activities	Progress	Remarks
1.	<b>Coordination of Research Programme at National Level-</b> (Research Programme Development, Research Review Meetings, Provide technical inputs & strategic support for research programme development of NARS Institutions etc.)		
2	<b>Regional and International Collaboration &amp; Cooperation</b>		
	(a) Present International Project activities like- ABSPII, FAO, AFACI etc.		
	(b) Linkage with International Organizations and Development Partners in Bangladesh ( e.g. MOU's implementation)		
	(c) Activities with SAARC, BIMSTEC, FAO, IRRI, CIMMYT, World Fish, ILRI, CIAT, ECCAST-CSA etc.		
3	<b>Monitoring and Evaluation of Research Activities of NARS and Research Projects</b>		
	(a) Core Research Projects		
	(b) NATP Phase-II		
	(c) KGF		
4	<b>Research Project Development for National and International Funding</b>		
	(a) Project Development		
	(b) Project Proposal Review		
5.	<b>Preparation of Policy Documents</b>		
	(a) Workshop (i.e. Recommendations)		
	(b) Providing inputs on Policy Documents of MoA or other ministry.		
	(c) Consultation/Meeting		
	(d) Awareness Building		
6.	<b>Human Resource Development (by Organization and Participation)</b>		
	(a) Foreign Training		
	(b) Local Training		
	(c) Study Tour/Visit		

<b>Sl. No.</b>	<b>Activities</b>	<b>Progress</b>	<b>Remarks</b>
7	<b>Annual Performance Agreement (APA) Activities</b>		
	(a) Quarterly and Half Yearly Report		
	(b) Information Service		
	(c) Citizen Charter		
	(d) Complain Receive and Disposal		
8.	<b>Administrative Performance</b> (eg. Recruitment/Promotion, Leave, Gratuity, Repair and Maintenance, Procurement etc.)		
9.	<b>Financial Management</b> (eg. Budget Plan and Implementation, Quarterly Report, Audit Settlement, CPF Advance, Bill Payment etc.)		
10.	<b>Information Generation and Dissemination</b>		
	(a) Library and Bibliography Service		
	(b) Publication (e.g. Newsletter, Journal, Report etc.)		
	(c) Upload of Annual Report and others in Website		
11.	<b>Routine Activities</b> ( eg. Technical meeting, policy meeting, NSB Technical Committee, Pesticides Technical Committee, Preparation of technical reports and comments for MoA, publication of proceeding etc.)		
12.	<b>Technology Transfer Activities</b>		
13.	<b>ICT and Computer Services</b>		
	(a) Online Service		
	(b) Training		
	(c) NDC Support		
	(d) Database and Application Development and Management		
	(e) Hardware and Software Support		
14.	<b>Annual Report preparation and News Letter Preparation</b>		
15.	<b>Organizing National and International Events</b> (eg. World Food Day, Fruit Tree Fair, etc.)		
16.	<b>New Initiatives</b> (eg. Sea Weed Action Plan)		
17.	<b>Others</b>		