



Govt. of India  
Ministry Of Agriculture  
**Extension Education Institute**  
(Western Region)  
Anand Agricultural University Campus  
ANAND - 388110 (Gujarat)

Prof. Arun Patel, Ph. D.  
Director

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No. AAU/EEI/On Campus/ACP-1 / \ \ 6 /19

Date: 11/04/2019

To,

**All Director/HOD/KVK**

Sub: Workshop on “**Communication Skills for effective Extension Services**”  
for Ext. Functionaries from **06/05/2019 to 11/05/2019 (6 Days)** at EEI, Anand  
Ref: (1) Our Office letter No. AAU-Anand/EEI/Trg./06-81/2019 dated: 03/04/2019

Sir,

The Extension Education Institute, Anand caters the extension training needs of the Line Depts./SAUs/ICAR/, etc. in the State of Gujarat, Rajasthan, Maharashtra, Chhattisgarh, Madhya Pradesh, Goa, UTs of DNH, Diu and Daman. In connection to aforesaid subject, I would like to inform you that the Workshop on “**Communication Skills for effective Extension Services**” for Ext. Functionaries from **06/05/2019 to 11/05/2019 (6 Days)** to be organized at **Extension Education Institute, Anand** which is useful to extension functionaries in present era.

The training will be imparted with due incorporation of practical aspects. I request you to avail the benefit of these trainings by nominating **two to three Officers** for the **said workshop**.

**Facilities and expenditure:**

(1) For the participants from Govt. Development Departments / Line Departments :

- Free Lodging and Boarding facilities will be provided by Extension Education Institute, Anand.
- Actual to & Fro travel fare will be reimbursed as per entitlement of the official by Extension Education Institute, Anand from respective head quarter of participants to Anand and vice versa on presentation of tickets. For this, participants are required to bring with them the

certificate of no claim or no TA advance is drawn from their Department / Office. In case of non-availability of normal reservation, the reimbursement of Tatkal reservation charge will be allowed to the participants. Traveling expenses through own vehicle is not allowed. However, he has to claim DA from their own Department / Office.


**(2) For the participants from SAUs/ KVKs / ICAR Institutes :**

- Only free Lodging and Boarding facilities will be provided by Extension Education Institute, Anand.
  - TA / DA or any other expenses will not be given to the participants by Extension Education Institute. This expenditure is to be borne by their own Department / Office
- We are sure; you will find this programme immensely useful and nominate your officer(s) to participate in this course.

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Thanking you and looking forward to a positive and favorable response. The telephone and fax number of EEI, Anand is (02692) 261270. You may also contact Dr. A.C. Patel, Course Director on **09725024394**

Yours faithfully,

  
DIRECTOR

**VENUE:**

Anand is well connected with rail. It is situated on Mumbai-Ahmedabad main broad gauge line of the Western Railway. The campus is about 6 Kms. away from Anand Railway Station. The campus is popularly known as KHETIWADI. Hence, the participants may inquire at the station regarding the location of the KHETIWADI. Even during the night hours rickshaws are available from Railway Station. Participants reach to EEI-Hostel located at behind the main building of EEI Office.

The above said workshop shall be start on 06<sup>th</sup> May.2019 of respective duration at 9.00 A. M. at EEI, Anand.

Date: / /2019

To,  
The Director,  
Extension Education Institute,  
Anand Agricultural University Campus, Anand-388 110 (Gujarat)

**Sub:** Regarding conduction of Workshop on “**Communication Skills for effective Extension Services**” for Ext. Functionaries from **06/05/2019 to 11/05/2019 (6 Days)** at Extension Education Institute, Anand (Gujarat)...

**Performa for deputing participants at EEI, Anand**

| Sr. No. | Name of the Officer with designation | Full Office Correspondence Address | Telephone/Fax/Mobile number of Office/ Residence of the participants |
|---------|--------------------------------------|------------------------------------|--|
| 1       |                                      |                                    |  |
| 2       |                                      |                                    |  |
| 3       |                                      |                                    |  |

**Signature of the Head of the Dept./Institute  
(full Address, Phone & Fax Number)**