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F.No.7-26/2020-2021/Adm-II/

23 OCT 2021
Dated: 22.10.2021

: CIRCULAR :

It has come to the notice of the Competent Authority of ICAR-CAZRI, Jodhpur that some staff members frequently visit Administration/Finance Sections for their personal work. Due to this habit/practice of some employees, other dealing hands of various sections are disturbed, as a result office work suffers. In view of the above, all employees of this Institute and its RRS's/KVK's are advised, in case of any problem related to any matter, first they will bring it to the notice of their concerned controlling authority. If the employees still feels that his/her work has not been processed/disposed and it is essential to meet any employee of the Administration/Finance Sections for their work, they may first contact Head of Office/Head of Finance.

This is issues with approval of the Director, ICAR-CAZRI, Jodhpur.

(K.S. GEHLOT)
HEAD OF OFFICE (I/C)

Distribution:-

1. The Head of Division-I/II/III/IV/V/VI/ Rodent Control.
2. The Head, RRS-Pali/Bikaner/Jaisalmer/Kukma-Bhuj/Leh (J&K)/ KVK-Jodhpur/Pali/Bhuj.
3. The Chief Finance & Accounts Officer (Audit-I/II/III), CAZRI, Jodhpur.
4. The Asstt. Admn. Officer, Adm-I/II/III/IV/V/L&RTI, CAZRI, Jodhpur.
5. The Incharge PME Cell/Library/Maintenance Section/CRF/Security Section/ARIS Cell is request to kindly upload in CAZRI Intra.
6. P.S. to Director/SAO.
7. Guard file.