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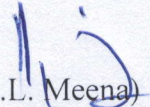
CIRCULAR

It has been observed by the Competent Authority that various indents/Bills (duly verified and making stock entries) and other official documents as received in the office from the different Section/Divisions/RRSs, the concerned official/officer involved in the relevant document not affixed the full signature with name & designation and also such document many times not forwarded through proper channel. Such practice appears that the official/officer who affixed initials only, hidden the identity and beware the responsibility in the matter. The competent authority has taken the same seriously.

In this connection all the concern are requested to kindly while sending the official documents, the concern official/officer whose signature appear on the concern official document should be affixed with full signature (with date) with name and designation for showing the identity/eligibility on the same and should be forwarded through proper channel to the office in write manner for smooth processing of the proposal and office record please.

Further all the concern Head/officer-in-charge/In-charge/Controlling Officer are requested please look in to such matter regularly and before forward any document to the office please ensure that the official/officer who submitted the document in the write manner/as per the guidelines of the office.

This issues with the approval of the Competent Authority.


(K.L. Meena)

Chief Administrative Officer

Distribution :-

- (i) H.D.-I/II/III/IV/V/VI/PS to Director/PA to CAO/CF&AO/PME Cell/Library/Rodent Scheme/KVK, Jodhpur/PI, ICAR Seed Project/CR Farm
- (ii) Head Pali, Bikaner, Jaisalmer, Bhuj, Leh Ladakh
- (iii) PS to Director /CAO for kind information.
- (iv) I/c AKMU for uploading a copy of circular in CAZRI Intra.