

By Hand/Mail



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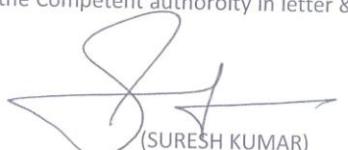
28 JUN 2022
Dated:- 27.06.2022

: CIRCULAR :

It has been observed that the dak meant for CAZRI - RRS's are not being delivered in time to the destination, due to this unnecessary delay, necessary action not being initiated in time. In view of this situation, it has been decided by the Competent Authority of ICAR-CAZRI, Jodhpur that any dak meant for RRS's invariably to be sent through e-mail to avoid any delay in delivering the same to the destination and also save funds incurred in postal process & if it is required, the same may be sent through post under extra ordinary circumstances.

It is also further noticed that Office Orders/Circulars also being sent in physical mode which needs to be sent through electronic mode i.e. e-mail or e-office notice board. Wherever, these documents required by individual, it may be downloaded from E-Office notice board since, it is not being distributed separately.

All concerned Head of Divisions/Head of RRS's and Section Incharges are requested to ensure the compliance of the instructions of the Competent authority in letter & spirit.


(SURESHP KUMAR)
CHIEF ADMINISTRATIVE OFFICER (SG)

Distribution:-

1. The Head of Division-I/II/III/IV/V/VI/Rodent/IC-KVK-Jodhpur/Pali/Bhuj.
2. The Head, CAZRI-RRS-Pali/Bikaner/Jaisalmer/Kukma-Bhuj/Leh(UT).
3. The Comptroller/ Finance & Accounts Officer – (Audit-I/II/III).
4. The AAO-Adm-I/II/III/IV/V.
5. The Officer Incharge-PME/AKMU/Library/Maintenance/Security Section/Guest House/Hostel.
6. P.S. to Director/SAO-I& II
7. Guard file.

Please do the needful action
Vimal Purushit
27-06-2022