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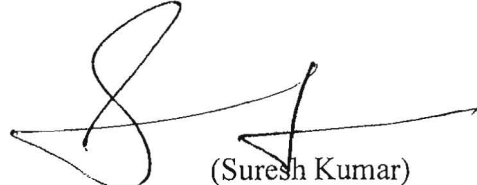
Date: 04.05.2013

Circular

It has been noticed by the undersigned that there is no file movement register in existence in Administration. It is mandatory to maintain the file movement register to watch the movement of the files and also to measure the delay occurred in each stage. Therefore, all concerned officers in Administration and Finance wing are hereby directed to maintain the file movement register, invariably.

While forwarding the files to other section/divisions, the file movement register may also be sent alongwith files for recording the acknowledgement.

This is issued with immediate effect and with the approval of the Director .


(Suresh Kumar)
Chief Administrative Officer

To

1. The Project Co-Ordinator, CPCRI, Kasaragod
2. The HOD, Social Science/Crop Improvement/Crop Production/PB & PHT, Crop Protection, CPCRI, Kasaragod
3. The Finance & Accounts Officer, CPCRI, Kasaragod
4. Asst Administrative Officer(Estt.I)/Estt.II/Esate/Stores/Bills/Accounts, CPCRI, Kasaragod
5. All Administrative Staff at HQ
6. PS to Director, CPCRI, Kasaragod
7. PA to CAO/AO
8. PME/ConfidentialSection/Library/Farm/Technology/ARIS/ATIC/Cashier/Reception / Canteen
9. Guard file

INSTITUTE
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