

SUMIT KUMAR JINDAL
SR. ADMN. OFFICER

File No: CIRG/SAO/1-1/2019
Dated: 4th May, 2019

Administrative Circular – IV

For the smooth conduct of official activities and observance of due procedure, following may please be noted for compliance by all concerned:

1. All correspondences being made by the employees/ officers of ICAR – CIRG, Makhdoom, should mandatory be routed through Proper Channel only. No communication should be made directly outside the institute, other than by office or those authorized by the Director, ICAR – CIRG, Makhdoom to do so.
2. In all cases of official correspondences, wherever signature is labelled, it should mandatory be accompanied with date, name and designation.
3. No person shall proceed on leave, without due sanction of leave by the competent authority, along with station leave permission, if required. Non-compliance may result in unauthorized absence and further administrative action thereof.
4. As per GOI instructions, the entire campus of the Institute is a TOBACO FREE ZONE, which should be strictly adhered to at all times.
5. While leaving their rooms for a considerable time, all employees/ officers of ICAR – CIRG, Makhdoom may kindly ensure to switch off the electric and electronic devices, for efficient energy conservation.

(Hindi version to follow)



(Sumit Kumar Jindal)

Distribution:

- 1) Incharge, AICRP on Goats, ICAR-CIRG, Makhdoom, Mathura, for wide circulation amongst the staff.
- 2) All the Heads/ Incharges of Division/Section/Units, ICAR-CIRG, Makhdoom, Mathura for wide circulation amongst the staff.
- 3) Audit & Accounts Section, ICAR-CIRG, Makhdoom, Mathura.
- 4) D.D.O., ICAR-CIRG, Makhdoom, Mathura, for strict compliance please.
- 5) P. S. to the Director for kind information of the Director.
- 6) Notice Board.



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Institute

Indian Council of Agricultural Research
Central Institute for Research on Goats
Makhdoom, Farah, Mathura
Uttar Pradesh– 281122

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File No: CIRG/SAO/1-1/2019
Dated: 1st May, 2019

Administrative Circular – III

For efficient Record Management, compliance of the Rules/ Regulations and streamlining of the administrative work disposal, various ISO compliant Formats have been developed by the undersigned, enumerated as under:

SL. NO.	DOCUMENT NO.	DOCUMENT NAME
1.	CIRG/IS/01	MASTER LIST OF DOCUMENTS
2.	CIRG/IS/02	CUSTOMER FEEDBACK FORM
3.	CIRG/IS/03	TRAINING RECORDS
4.	CIRG/IS/04	ADVANCES BILL
5.	CIRG/IS/05	CERTIFICATE OF TRANSFER OF CHARGE
6.	CIRG/IS/06	C.L./ C.H./ R.H. APPLICATION FORM
7.	CIRG/IS/07	E.L. FORM
8.	CIRG/IS/08	JOINING REPORT
9.	CIRG/IS/09	NEWSPAPER REIMBURSEMENT FORM
10.	CIRG/IS/10	CEA REIMBURSEMENT FORM
11.	CIRG/IS/11	L.T.C. APPLICATION
12.	CIRG/IS/12	L.T.C. BILL
13.	CIRG/IS/13	FINAL LTC CLAIM/ ADJUSTMENT FORM
14.	CIRG/IS/14	T.A. APPLICATION FORM
15.	CIRG/IS/15	T.A. BILL
16.	CIRG/IS/16	T.A. CERTIFICATE
17.	CIRG/IS/17	T.T.A. BILL
18.	CIRG/IS/18	COMPUTER ADVANCE FORM
19.	CIRG/IS/19	HOUSE BUILDING ADVANCE
20.	CIRG/IS/20	NO DUES CERTIFICATE
21.	CIRG/IS/21	JOINT DECLARATION FORM
22.	CIRG/IS/22	APPLICATION FOR G.P.F. ADVANCE
23.	CIRG/IS/23	APPLICATION FOR G.P.F. WITHDRAWAL
24.	CIRG/IS/24	APPLICATION FOR G.P.F. CONVERSION



25.	CIRG/IS/25	MEDICAL REIMBURSEMENT FORM - OPD
26.	CIRG/IS/26	MEDICAL REIMBURSEMENT FORM - IPD
27.	CIRG/IS/27	IMPREST ADVANCE FORM
28.	CIRG/IS/28	MONTHLY REMUNERATION CERTIFICATE FOR PROJECT STAFF
29.	CIRG/IS/29	INDIVIDUAL PURCHASE FORM (GFR 154)
30.	CIRG/IS/30	COMMITTEE PURCHASE FORM (GFR 155)
31.	CIRG/IS/31	INDENT FORM FOR DIRECT PURCHASE OF GOODS
32.	CIRG/IS/32	INDENT FORM FOR PURCHASE OF GOODS THROUGH COMPARISON
33.	CIRG/IS/33	INDENT FORM FOR PURCHASE OF GOODS THROUGH RATE CONTRACT

The aforesaid formats shall be utilized by all the staff of the Institute with immediate effect. No other format, other than the listed ones, shall be utilized/ acceptable in the Office w.e.f. 6th May, 2019 onwards. In case of any clarification/ difficulty, the undersigned may be approached.

The Formats shall be available on ICAR – CIRG website www.cirg.res.in under the tab “Office Formats”.

(Hindi version to follow)



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- 2) All the Heads/ Incharges of Division/Section/Units, ICAR-CIRG, Makhdoom, Mathura for wide circulation amongst the staff.
- 3) All Administrative Staff, ICAR-CIRG, Makhdoom, Mathura, for strict compliance please.
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File No: CIRG/SAO/1-1/2019
Dated: 30th April, 2019

Administrative Circular – II

It has been brought to the notice of the undersigned that various advances drawn by the employees are lying unadjusted and outstanding for a quantum period altogether.

For streamlining and ensuring that the adjustments of the advances drawn are settled in time, it is hereby instructed to all the drawers of the advances taken upto or before 30th March, 2019 to ensure that the adjustments are submitted on or before 31st May, 2019, without fail. In case of non-submission of adjustments before the specified deadline, the entire outstanding amount alongwith Penal Interest thereon, shall be recovered from the Dues payable to the employee concerned.

At the same time, henceforth, it should be mandatorily ensured by the drawer of the advance, that the adjustment is being submitted by him/ her within the specified time limit, failing which Penal Interest shall be chargeable by the office.

Strict Compliance of the above should be ensured by one and all.

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File No: CIRG/SAO/1-1/2019
Dated: 30th April, 2019

Administrative Circular – I

For streamlining of the T. A. cases, following is pen downed for information, guidance and strict compliance please:

1. To ensure timely payment of T.A. advance to the employee concerned, copy of the approved Tour Program, in original, must be provided to the office at least 3–5 days in advance.
2. While submitting the Final T.A. Bills, for adjustment/ reimbursement, it may kindly be ensured that :
 - (i) Two sets of Final T.A. bills, T.A. certificates and Approved/ Revised Tour Program are being submitted, both signed in original.
 - (ii) Approved Tour Program should CLEARLY mention the purposes for visit to all the places, wherever stay/ visit has been undertaken.
 - (iii) In case of air travel, boarding passes should be mandatorily enclosed.
 - (iv) For journeys undertaken by train, in case of waitlisted e-tickets/ i-tickets, evidence for confirmation of berth should mandatorily be provided, since waitlisted e/ i-tickets are automatically cancelled and money refunded to the concerned employee.
 - (v) In case of journey undertaken by road, proper receipts/ bills should be provided.
 - (vi) It must be ensured by the employee concerned that all bills/ vouchers for which claim is being made, are correctly attached and duly countersigned.
3. In case of excess drawl of advances, it may kindly be ensured that excess/ non-admissible amount is being refunded immediately, for timely adjustment of advances taken.
4. It may also be ensured that the Final T.A bills are being submitted immediately, after the completion of Tour.

Non-adherence of the above shall lead to passing of T.A bills as per the available contents of the final T.A bills, with Penal Interest, if applicable.

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