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### **OFFICE ORDER**

It has been observed that Scientists proceeding on approved tour, incur expenditure of contingent nature at the tour site. This practice of proceeding on tour and subsequent incurring of contingent expenditure is irregular and against office procedure. (i) Approval of tour programme and (ii) approval for purchase of research items of contingent nature related to tour, are two separate matters and approval for each of (i) tour programme and (ii) tour contingent expenditure is to be sought from the Competent Authority separately.

No post-facto sanction will be considered to any Scientist who has incurred contingent nature expenditure during the tour unless prior approval of the Competent Authority has been obtained for such expenditure.

This is issued with the approval of the Competent Authority.

(Rajeev Lal)

Joint Director (Admn.)-cum-Registrar

#### **Distribution :**

- 1) All Heads of Divisions / HoRC/ Scientists-In-Charges / Section-In-Charges / Officer-In-Charges / Pls at ICAR-CIFRI, Barrackpore for information and wide circulation among the Scientists, Research Scholars working with them.
- 2) The Sr. Finance & Accounts Officer, ICAR-CIFRI for information please
- 3) Drawing & Disbursing Officer, ICAR-CIFRI for information and necessary action.
- 4) Shri S. K. Sahu, In-Charge, AKMU Cell for uploading in the Institute website.
- 5) The ACTO to the Director, for kind information of the Director
- 6) Notice Board