



आई.सी.ए.आर. - केन्द्रीय अन्तर्स्थलीय मात्स्यिकी अनुसंधान संस्थान

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CIRCULAR

It has been observed by the Competent Authority that several sections, units, cells, laboratories, and cabins within the institute premises either lack proper nameplates or still display the names of retired officials. To maintain administrative decorum, professionalism, and ease of identification for visitors, the following guidelines are hereby issued for all concerned:

1. All Scientists and Officers of ICAR-CIFRI must ensure that a standard nameplate indicating their name, designation, and Section / Division/ Unit / Cell is prominently displayed outside their respective rooms / cabins / Laboratories
2. In cases where an official has retired, transferred, or vacated a room, the concerned Divisional Head / In-Charges must ensure immediate removal or replacement of that specific nameplate.
3. Scientists / Officials who require a new nameplate in replacement of damaged / outdated one may submit a formal requisition to the Store Section.
4. Regional Centres / Stations may follow similar guidelines as stated above.

This issues with the approval of the Competent Authority for strict compliance please.


(Nirmal Sarkar)

Chief Administrative Officer

Distribution:

- 1) All the Heads of Division/ Head of Regional Centres / Scientists-in-Charges of Regional Centres/ Stations / Section-in-Charges / Pls / Co-Pls for information please.
- 2) Dr. D.K. Meena, Sr. Scientist & Vigilance Officer, ICAR-CIFRI, Barrackpore
- 3) In-Charge, AKMU for uploading in Institute website
- 4) O/o the Director for kind information to the Director, ICAR-CIFRI, Barrackpore.
- 5) Notice Boards / email.