



आई.सी.ए.आर. - केन्द्रीय अन्तर्स्थलीय मात्स्यकी अनुसंधान संस्थान
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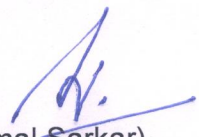
30th June, 2026

CIRCULAR

The Addl. Secretary (DARE) & Secretary, ICAR will be visiting Kolkata based Institutes from 7th July to 8th July, 2026 to review ongoing research projects, infrastructure development and administrative progress. In view of his visit, the following instructions are hereby issued for compliance by all concerned:

- 1) All the officials / staff, research scholars and contractual staffs are required to be present on these days. No leave shall be sanctioned except medical exigencies.
- 2) All the laboratory In-Charges and technical staff must ensure that the laboratories, equipments and scientific instruments are fully operational, calibrated and ready for demonstration, if requires.
- 3) All the sections, units, cells, research laboratories, feed laboratories, residential campus must be kept clean, organized and properly maintained.
- 4) All the research files, research data, annual reports, Administrative / Finance related files / reports / data / registers and other relevant documents, if any must be updated and kept ready.
- 5) The Heads of Regional Centres / Scientist-in-Charges of Regional Stations shall be available in office during the period of his visit in Kolkata to address the research and administrative issues of Regional Centres / Stations if asked for.

This is issued with the approval of the Competent Authority.


(Nirmal Sarkar)
Chief Administrative Officer

Distribution:

- 1) All the Heads of Divisions / Heads of Regional Centres / Officer-in-Charges, Regional Stations/ AAOs of Sections / Units / Cell / Pls / Co-Pls of Research Projects of ICAR-CIFRI, Barrackpore for information and wide circulation among the officials, research scholars and contractual staff
- 2) Dr. D.K. Meena, Sr. Scientist & Vigilance Officer, ICAR-CIFRI, Barrackpore for information.
- 3) Shri S. K. Sahu, In-Charge, AKMU - for uploading on the Institute website.
- 4) O/o the Director, for kind information to the Director, ICAR-CIFRI, Barrackpore.
- 5) Notice Board(s)