



**ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
WILLINGDON ISLAND, MATSYAPUR P O
COCHIN-682029**



No.30-20/2019-Cdn
20th July, 2020

CIRCULAR

In partial modification to this office circular of even number dated 01.07.2020, it is decided by the Competent Authority to suspend the procedure of submitting the TA Bills/Medical Bills/Tuition Fee Bills etc. in e-office with immediate effect and until further orders are received from Council on the issue. Accordingly, all staff members are requested to submit their TA Bills/Medical Bills/Tuition Fee Bills etc. in physical form as was in earlier practice and no need to send the scanned copies in e-office. However, the purchase/works requisitions, GPF advance/withdrawal requests and all other proposals may be continued to submit in e-office only.

This is issued with the approval of the Director.

(W. Sreenivasa Bhat)
Senior Administrative Officer

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1. All HODs/SICs/SAO/FAO/AKMU/PME/Library/ATIC/OL Section
2. All AAOs/AFAO/PS to Director/OIC Vehicles/OIC Security/OIC Canteen/Caretaker
3. Secretary IJSC official side/staff side
4. Notice Board