



भा.कृ.अ.प. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान  
ICAR - INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE

निकट पहुज बाँध, ग्वालियर रोड, झॉसी (उ.प्र.) – 284003 भारत

Near Pahuj Dam, Gwalior Road, JHANSI – 284 003 (U.P.) INDIA

Phone : 0510-2730666 Fax : 0510-2730833 email : igfri.director@gmail.com



e.Folder: Sr.AO./ Misc./2022-23

Dtd. 18.10.2022

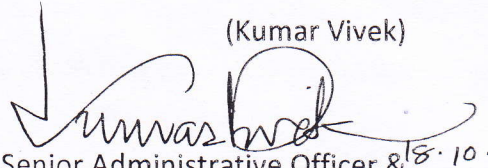
Circular

As per the verbal approval of Dr. P.K. Pathak, P.S. Chairman Institute Weeding Committee regarding destroying of the files/documents duly weeded out as per rules, shall be effected through controlled burning at 12.00 noon in the presence of the committee.

AAO(Store-Physical) shall make all the arrangements regarding logistics for controlled burning like medium etc. Sh. Kapil Kumar ACTO shall make all necessary arrangement regarding lifting of the said documents from the record room/ABIC and its dumping at the demarcated place.

Sh. Ashok Singh ACTO shall make necessary arrangements regarding the filming/photograph of the event.

AAO(Vehicle)/Sh. D.K. Dhingra, ACTO shall make necessary arrangements regarding the fuel demanded/ requisitioned through a demand/requisition ship.

(Kumar Vivek)  
  
Senior Administrative Officer & 18.10.2022  
Head of Office

Distribution:

1. Chairman/Members: By Name: Through standard official Mail
2. Sh. R.K. Nayak, AAO(Store Physical): By Name: Through standard official Mail
3. Sh. V.K. Tiwari, AAO(Vehicle): By Name: Through standard official Mail
4. Sh. Kapil Kumar, ACTO: By Name: Through standard official Mail
5. Sh. Ashok Singh, ACTO: By Name: Through standard official Mail
6. Sh. D.K Dhingra, ACTO: By Name: Through standard official Mail

Cc:

1. Dr. Shahid Ahmad P.S, HOD, CI Div. & OIC Security: By Name: Through standard official Mail
2. Asstt; Director's Cell for f/o information to the Director IGFRI Jhansi.: By Name: Through standard official Mail
3. Sh. K.P. Rao for uploading on the website.: By Name: Through standard official Mail
4. Sh. Brij Bihari LDC for the daily returns to the Council. By Name: Through standard official Mail
5. Notice Board(s).