



भा.कृ.अ.प. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान

ICAR - INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE

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F.No. HOO/Misc./2023-24(Computer No. 251634)

Dated: 25.09.2023

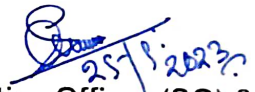
**OFFICE ORDER**

In continuation of Office Order vide No. Sr.AO/Misc./2022-23 dated: 18.10.2022, it has again been observed that the sanctions/approvals of the Competent Authority/Imprest Holders is being conveyed to the concerned section (viz: purchase/stores/finance/ etc.) without it getting routed through CAO (SG)/HOO cell.

The practice has led to lackadaisical control over finance, resulting to unhealthy practices of financial management.

In view of the same, it has been decided with the approval of the Competent Authority, that all the sanctions convey memo/orders shall be issued at the level of CAO(SG)/Head of Office only. In the absence of CAO(SG), I/c Head of Office will signature on the above mentioned documents. On the arrival/joining, it would be submitted for information/ratification.

All the concerned sections of administration/finance are advised to take cognizance of the instant order. Any abnegation of the same shall tantamount to abnegation of **GFR 29 (transaction of Govt. Business)** and shall be duly reflected in the APAR of the concerned. The same may be taken as an individual responsibility of the concerned.

  
25/9/2023  
Chief Administrative Officer (SG) &  
Head of Office

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