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9th July, 2026

CIRCULAR

It is hereby notified for the information of all concerned that the Hon'ble Union Minister and the Secretary, DARE & Director General, ICAR will be visiting in Kolkata on 13th and 14th July, 2026.

In view of the importance of this visit, the presence of all Heads, Scientists, Officers, Staff, research scholars, and project personnel, is mandatory on both days. No leave shall be granted during this period except in cases of genuine medical emergencies with the approval of the Competent Authority.

All concerned are directed to ensure strict compliance with the following instructions:

1. Laboratories and Equipment: All Laboratory In-Charges and technical staff shall ensure that laboratories, equipment, scientific instruments, and associated facilities are fully functional, properly calibrated, well-maintained, and ready for demonstration, if required.
2. Housekeeping and Maintenance: All Sections, Units, Cells, Research Laboratories, Feed Laboratories, common areas, and the residential campus shall be kept clean, organized, presentable, and properly maintained.
3. Records and Documentation: All research records, experimental data, annual reports, administrative and finance files, registers, databases, and other relevant documents shall be updated, properly indexed, and kept readily available for inspection, if required.

All Heads of Divisions/Sections/Units and concerned officials shall personally ensure meticulous compliance with the above instructions. Any lapse or negligence in this regard will be viewed seriously.

This issues with the approval of the Competent Authority.

(Biswajit Barua)

Administrative Officer

Distribution:

- 1) All the Heads of Divisions / Heads of Regional Centres / Officer-in-Charges, Regional Stations/ AAOs of Sections / Units / Cell / PIs / Co-PIs 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)