



## ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)  
Panch Marg, Off Yari Road, Versova,  
Andheri (West), Mumbai-400061  
Tel. No. 022-26361446/7/8, Fax No. 022-26361573  
Web Site : www.cife.edu.in



F.No. 11-6/2019/Estt/

Dated 21<sup>st</sup> November 2020

### Circular

It is informed that the budget remittance from the council for the last 3 months has been just sufficient to meet the obligatory expenses on Electricity, Water, Telephone Charge, Fellowship and Payments to contractual staff etc. Therefore, many purchase bills are pending and also we are unable to take up any purchases etc. because of non-availability of sufficient funds.

In view of these it has been decided in a meeting with all concerned that the following activities has to be controlled / regulated/ reduced so as to meet the expenditure within the available budget :-

1. Electricity
2. Water
3. Contractual Staff

In this connection it is informed that many a times the Lights, Fans and ACs at many places in the office are found working in empty rooms etc. Therefore all are hereby requested to ensure that electricity and water are not wasted and also wherever contractual staff are not found essential their services may reduced / avoided.

This is issued with the approval of the Director.

  
(P.J.Davis)

Sr. Administrative Officer

### Distribution:

1. Director Cell
2. All HODs/ Incharges of Sections/Unit/Cells, CIFE, Mumbai.
3. Vigilance Officer
4. Officer Incharges of the Regional Centres
5. CFAO / All AAOs./AFAO
6. Secretary, IJSC, CIFE, Mumbai.
7. Guard File.