



File No.36-12/23-24/Misc.Exp.&Ab.Adv./P-Part(1)

Dated: 06.08.2026

CIRCULAR

It has been observed by the Competent Authority that the Petty Contingent Vouchers from Officials of this Institute are often received attaching jobs/ purchases made and seeking reimbursement. Many of the Petty Contingent Vouchers does not have prior administrative approval and sanction of the Competent Authority. While it is understood that certain jobs/purchases may require urgent/immediate action, prior administrative approval of the Competent Authority for the said job/purchase should be there.

Hence, only such proposals for reimbursement through Petty Contingent Vouchers will be entertained which contain written administrative approval of the Competent Authority.

All the Heads of the Divisions/ Sections/ Centres and all Indenting Officers are requested to ensure strict compliance of the above instructions.

This issues with the approval of the Competent Authority.


(Satyendra Kumar)
Senior Administrative Officer

Distributions:-

1. Director Cell & Joint Director (Admn.), ICAR-CIFE, Mumbai
2. CF&AO, ICAR-CIFE, Mumbai
3. All Heads/ In-Charges of Divisions/ Sections/ Units, ICAR-CIFE, Mumbai
4. Officer Incharge, all Regional Stations of CIFE
5. SAOs/F&AO/AAOs/AF&AO, ICAR-CIFE, Mumbai
6. PA to JD (Admn.), ICAR-CIFE, Mumbai.
7. PS to CF&AO, ICAR-CIFE, Mumbai.
8. Audit/Store/DDO, ICAR-CIFE, Mumbai.
9. staff.all@cife.edu.in
10. webmaster@cife.edu.in
11. Guard file.