

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED  
FIBRES

BARRACKPORE, KOLKATA 700 120, WEST BENGAL

File No.: 17(39)/S/P.V/17-18/ 134

Date: 03.04.2018

4/4/18

CIRCULAR

In pursuance of the Office Note No.- 1-1/A&A/2017-18/6518-20 dated 28.03.2018 issued by the Finance & Accounts Officer, ICAR-CRIJAF following information is required for preparation of Annual Accounts for the FY-2017-18.

Particulars of Stores	Value of closing balance as on 31-03-2018, if any (in Rupees)
Store & Spare	
Chemical	
Glassware/Plastic ware	
Other Consumable	
Stationery	

All the Head/In-charges of section/division/units and research stations are requested to furnish the aforesaid information to the undersigned within 10.04.2018 for compilation and onward submission to the Audit & Accounts.

This may be treated as **most urgent**.

*Sibal*  
03.04.2018  
Asstt Administrative Officer (S)

Copy for information/necessary action to:

1. All the Head/In-charges of section/division/units and research stations.
2. Incharge, ARMD with the request to upload the circular on to the Instt. web site.