

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
BARRACKPORE; KOLKATA 700120, WEST BENGAL


No. DDO/16-17/ 8858

Dated: 19.01.16

C I R C U L A R

It is brought to the notice of non-gazetted employees of this institute that as per ICAR notification no. 22(1)/16-CDN(A&A) dated 18.11.16 salary advance amounting to Rs. 10,000/- from the month of November, 2016 in cash can be released by 23<sup>rd</sup> November, 2016.

Non-gazetted employees who ***do not*** wish to receive the cash pay-out of the part salary advance amounting to Rs. 10,000/- may give their option in the enclosed proforma to the Drawing & Disbursing Officer by 21.11.16. In case no option is received by the said date, it will be presumed that the employee has opted for cash pay-out and the payment thereof will be disbursed in cash accordingly and residual part of their salary payable for the month of November, 2016 will be released as per the existing procedure.

  
Drawing & Disbursing Officer

Copy to:

1. All non-gazetted employees through their respective Heads of the Division/Section & Incharges including Regional Research Stations.
2. Sr. Finance & Accounts Officer, CRIJAF.
3. All AAO's.
4. PA to Director.

PROFORMA

(Reference Ministry of Finance, Department of Expenditure  
O.M. No. 25(30)/E.Coord/2016 dated the 17th November, 2016)

With reference to the above mentioned Office Memorandum, I hereby give my option to not receive part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) for the month of November 2016 in the form of cash.

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Ministry/Department/Office

To Drawing & Disbursing Officer  
Ministry/Department/Organisation