



E.F. No. 4(164)e-office/2020-Estt.

Dated: 22.02.2022

### **CIRCULAR**

It has been observed that many officials are creating duplicate receipts in e-office for the same content, resulting in duplication of work. In technical terms, the duplicate receipts will double the stored amount of data and reduce the storage capacity of the e-Office server. This shall also result in creating confusion to the dealing hands in administration.

Hence, all the Officers and staff are hereby advised to create only one receipt for each submission, in e-office and route through HoD concerned or Supervising Officer. Further, they must also ensure that while forwarding the receipts no copy is marked to any higher authority, which would also result in duplication of receipt.

This is issued with the approval of the Competent Authority.

**(Pradeep Kumar Vasu)**  
Asst. Administrative Officer (Estt.)

Copy to:-

- i. All employees, ICAR-CPCRI, Kasaragod.
- ii. Administrator e-office/Website