



भा.कृ.अ.प.- भारतीय पशु चिकित्सा अनुसंधान संस्थान
इज्जतनगर - 243122 (उ०प्र०), भारत

ICAR - INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR - 243122 (U.P.) INDIA



No. 62-1/2016-E.I / 5

Dated 22.06.2017

CIRCULAR

It has been observed that in various instances employees are allowed to be retired in spite of the fact that there are many documents, data and even advances pending against their names. It has also been observed that in many cases the concerned officers/officials have not handed over all official documents to the relieving officer/official. In case of construction works, it has been observed that the officer has been allowed to retire before completing the codal formalities of handing over and taking over.

AAO(Vig.) may specifically inspect that no objection certificate has been received from all concerned before recommending issue of vigilance clearance certificate by the Vigilance Officer. All Joint Directors/Head of Division and Incharges of various sections must see that the concerned officers/officials has discharged his assigned duties completely and nothing is pending before issuing N.O.C. All official data/MOUs/Drawing & designs, patents, technology developed, paper related to IPR should be handed over to the Head of Division/Incharges/relieving officer/official and only then no objection certificate may be issued.

[DEBASIS MOHTRA]
Chief Adm. Officer

DISTRUTION

1. All Joint Directors/Head of Divisions/Officer-in-Charges, IVRI, Izatnagar , SIC, IVRI, Mukteswar/Palampur, Kolkata, Pune & Joint Director, IVRI, Bangalore.
2. The Joint Director(Adm)/Comptroller/SAO(U-I/II/III)/AO/F&AO/AOs, IVRI, Izatnagar
3. The Chairman Works Committee, IVRI, Izatnagar
4. Er. Rajeev Saxena, OIC, Engineering, IVRI, Izatnagar
5. The P.S. to Director, IVRI, Izatnagar