

## भाक्अनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय) ICAR-National Dairy Research Institute (Deemed University) करनाल, हरियाणा (भारत). पिन-132001. Karnal, Haryana (India). PIN-132001



( स्थापना अनुभाग-एक / Establishment Section-I)

F.Misc/Info./07/e-97056/Com./E.I(S)- 237-247

Dated: 03rd November, 2023

## CIRCULAR

It has been observed by the Competent Authority that some scientists of this institute are writing e-mails to the higher authorities of this Institute on one pretext or the other /unwanted and irrelevant matters without following proper channel. This has been viewed seriously by the Director of the Institute.

Therefore, all the Scientific staff posted at ICAR-NDRI, Karnal and its Regional Stations is hereby directed not to send e-mails directly to the Director/higher authorities, failing which disciplinary action as deemed fit under CCS (conduct) Rules may be taken against him/her.

(This issue with the approval of Director, ICAR-NDRI, Karnal)

Senior Administrative Officer

## Distribution:-

- 1. All Scientific Staff posted at ICAR-NDRI, Karnal and its Regional Stations.
- 2. The Joint Director (Research)/Academic, ICAR-NDRI, Karnal.
- 3. All Head/Incharges of Division/Sections, ICAR-NDRI, Karnal.
- 4. The Head, SRS/ERS of ICAR-NDRI, Bangalore/Kalyani
- 5. Joint Director (Admn.) cum Sr. Registrar, ICAR-NDRI, Karnal.
- 6. The Comptroller, ICAR-NDRI, Karnal.
- 7. The CAO/SAOs/AOs, ICAR-NDRI, Karnal.
- 8. The DDO-I &II, Cash & Bill Section, ICAR-NDRI, Karnal.
- 9. AAO, E-V (Coord.) Section, ICAR-NDRI, Karnal.
- 10.AAO, APAR, Disp. Cell & RTI Cell, ICAR-NDRI, Karnal.
- 11.PPS to Director, ICAR-NDRI, Karnal for kind information of Director.
- 12. Incharge Computer Centre for information and uploading on e-office notice board &
- 13. Guard File.