

**URGENT**



**ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE**

**Barrackpore, Kolkata-700 120, West Bengal**

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No. Cashless Trans./ Adm. II/ 16/ 52 08

22<sup>nd</sup> December, 2016

**CIRCULAR**

This is to bring to the notice of all concerned that Cashless Transaction System is going to be implement at the Institute as per Council's Circular No. 21-14/ 2016-CDN dated 30<sup>th</sup> November, 2016. Suitable action is being taken at the Headquarter on priority basis. In this connection all the employees of ICAR-CIFRI, Barrackpore and its Regional Centres/ Stations are requested to send their Email Ids to the In-Charge, AKMU for interlinking with FMS/MIS at the earliest so that necessary intimations regarding cashless transaction may be sent through email. It is also requested to all concerned that all refunds/ payments to the office may be made through e-Wallets/ Cards/ Online transaction System/ Cheques/ Demand Drafts for successful implementation of Cashless transaction system at the Institute level. The Acting Head/ Officers-in-Charge of Centres/ Stations are requested to approach the Service Branches of the Centres for requisitions of Card Swipe machine(s) for installation of the same at the Centres/ Stations. The number of Swipe machine(s) to be installed may be determined based on the number of points where cash has hitherto been received.

A weekly report in this regard may be sent at this end for evaluation of implementation of the same.

(Navin Kumar Jha)  
Administrative Officer

Endt. No. Cashless Trans./ Adm. II/ 16/

22<sup>nd</sup> December, 2016

1. All Heads of Division/ In-Charge of Cells & Sections of ICAR-CIFRI Head Office and its outstations for wide circulation among the employees.
2. The In-Charge, ~~ARIS Cell~~ AKMU with the request to upload the circular on official website.
3. The Senior Technical Officer, Director's Cell for kind information to the Director, CIFRI, Barrackpore.
4. Notice Board (2 copies).

(Navin Kumar Jha)  
Administrative Officer

*Navin Kumar Jha*  
22/12/16