

National Institute of Plant Genome Research, New Delhi

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June 06th, 2012

CIRCULAR

Hitherto the process of dispatch of official letters at the Institute is through a prescribed indent raised by the concerned. With the expansion and evolving of activities of laboratories/divisions in the institute, this requirement has lost its sensitivity, becomes cumbersome, besides piling up of papers in the office. The process is accordingly reviewed and it has now been decided to dispense with the requirement of sending indent for issue of official letters in respect of normal mode of dispatch. However, for issue of official letters by higher mode of communication the procedure of sending requisition in the prescribed Proforma shall continue. The copy of revised Proforma devised for this purpose is enclosed for information and compliance.

It will be appreciated that while forwarding the request for issue of official letters by higher mode of communication, the prescribed Proforma shall be dully filled in with elaborated justifications as mentioned at item number 5. To facilitate easy access to this Proforma, the same has also been uploaded on the website of the institute.

A sincere cooperation from all concerned is earnestly solicited to help streamline the procedure.



(SANDEEP DATTA)
Manager

Encl. As above

To

All the staff members of the Institute.

All Notice Boards

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
NEW DELHI

PERFORMA
FOR DISPATCH OF OFFICIAL LETTERS BY HIGHER MODE OF COMMUNICATION

Dated:

1. Name of Scientist/Officer:

2. Lab No. /Division :

3. Communication Address : (i)
of the Addressee to whom
is/are to be dispatched

(ii).....

4. Particulars of Communication:

5. Medium of Communication: Hindi / English / Bilingual (Plz. Tick)

6. Please specify:

a) Fresh letter

b) Response to letter received earlier

7. Mode of Communication

(Regd.Post/Foreign Courier /Express Courier/Speed Post):.....

(Please give elaborated justifications)

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Signature of the Scientist/Officer

Administrative Officer
NIPGR
New Delhi