



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,

Southern Region Farm Machinery Training & Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne, District: Anantapur (A.P.)- 515731

An I.S.O. 9001- 2015 Certified Institute

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फाइल संख्या. 6-2/2020 – Misc

दिनांक: - 22-03-2024

परिपत्र/Circular

The Financial year 2023-24 is coming to an end soon. All Section in-charges/purchase indentors and related sections like Accounts Section, Cash Section, CPS, Engineering Stores and Estates Stores are hereby informed that, considering the financial year end, all the officers and staff pertaining to the above Sections should attend office on 23.03.2024 (Saturday) and 24.03.2024 (Sunday) to receive items and process the bills on priority/emergency basis. Concerned Section in-charges of these Sections should ensure that the staff under their control should be available at Institute and be attentive to calls from Section heads and attend office on 23.03.2024 and 24.03.2024 without fail as and when asked for.

(B.M. NANDEDE)

DIRECTOR

Distribution:

- 1 All Officers: SAE(K)/AE(C)/FS/AE(P)/AE(V)/AO/AE(I)
- 2 All Sections – Accounts-I/Accounts-II/Cash/Training/Testing/Farm/Estates/Engineering Stores/CPS-Library
- 3 Notice Board – Admn./Training/Testing/Library