

Admin Section

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सं. नं. 4394

Dy No

दि. 12-12-12

Date

Indira Gandhi National Centre for Arts
O/o Joint Secretary

It has been observed for some time that many files are received in this office directly from HODs without getting them examined by the Administration and Accounts Wings (wherever necessary). In the interest of proper examination of the files, it has been decided that all HODs may send files to the undersigned through Director(Admn.). All files requiring examination from the financial angle may be routed through CAO by Director(A).

(V.B. Pyarelal)
Joint Secretary
19.1.2012

All HODs (List attached)

Copy to

Director(Admn.)
CAO