



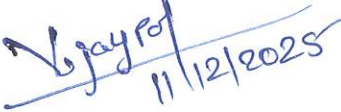
F. No.: 36-155/22-23/Gen.Cors./P.-Part(1)

Dated 11<sup>th</sup> December, 2025

### **CIRCULAR**

All the Officials and Staff of CIFE Headquarters and all Sub-centers are requested to submit the updated Indent Form 'A' for Capital Nature of Goods as per EFC and Externally Funded Projects and Form 'B' for Recurring Nature of Goods (Chemicals, Glasswares, Consumables, etc.). The forms must be completely filled out and signed by the Indenting Officer, along with the recommendations of the Head of Division/Section In-charge/Officer In-charge, and submitted only through eOffice.

This issues with the approval of the Competent Authority.

  
(Vijaypal Bijaraniya)  
Administrative Officer

Encl.: As above forms

### **Distribution:**

1. To all the Officials & Staff of ICAR-CIFE.
2. Director Cell/ Joint Director Cell, ICAR-CIFE, Mumbai.
3. Joint Director (Admn.)/ Comptroller, ICAR-CIFE, Mumbai.
4. SAO/ SF&AO/ PPS/ AAO's/ AF&AO, ICAR-CIFE, Mumbai.
5. Nodal Officer of Regional Centers of ICAR – CIFE, Mumbai.
6. Officer Incharges of all the Sub-centers of ICAR – CIFE.
7. ICT Incharge the same may be uploaded on CIFE webpage under Forms
8. [Staff.all@cife.edu.in](mailto:Staff.all@cife.edu.in)
9. [webmaster@cife.edu.in](mailto:webmaster@cife.edu.in)
10. Guard file.