

INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY (ICMR)
PLOT NO. I-7, SECTOR-39, NOIDA

No.ICPO/OO/2016 / 327

Date: 13th May, 2016

CIRCULAR

Subject: Delegation of administrative and financial powers to Dr. L. Satyanarayana, Scientist-G.

The Director ICPO in exercise of powers conferred upon him by the DG, ICMR, hereby further delegates following routine matters to Dr. L. Satyanarayana, Scientist-G to dispose files related for smooth functioning of the Institute, till further order:-

1. Committed Expenses such as Medical Bills, Telephone Bills, Water/Electricity Bills, Diesel/Petrol Bills, Synergy Waste Management Bills, Clinic Division Transport Bills to MAMC.
2. All types of leaves
3. "Adjustment" bills against "Advances" which are already approved by the Director.
4. Routine files such as GPF, LTC, Children Education Allowance.

However, all policy matters, Store purchase proposals and other financial matters will be dealt by Director only.


13/5/16.
DIRECTOR

Dr. L. Satyanarayana
Scientist-G
ICPO, Noida

- Copy to :
1. Accounts Officer, ICPO
 2. Administrative Officer, ICPO
 3. Notice Boards
 4. Dr. Shashi Sharma, Scientist-F