



NIRBI/Admn/Estt./e-Office/2026-27

Date: 08.09.2026

कार्यालय ज्ञापन/ OFFICE MEMORANDUM

विषय/ Sub: Adherence to use of appropriate language in the Green Note Sheet of e-Files – reg.

It has been observed by the Competent Authority that, while processing/submitting e-Files to the concerned Sections, few officials/staff members of ICMR-NIRBI, Kolkata, are using salutations and formal correspondence endings as “Sir,” “Dear Sir,” “Respected Sir,” “Yours faithfully,” “Yours sincerely,” “Thanking you”, “Thanks”, “With kind regards”, “Warm regards”, “To” “ From” etc. in the Green Note Sheet.

In this connection, it is hereby directed that such salutations/complimentary expressions **shall not be used in the Green Note Sheet/Note File** while recording notes or submitting e-Files for consideration/approval of the Competent Authority.

All officials’/staff members of ICMR-NIRBI, Kolkata are therefore, directed to **strictly adhere to the above instructions with immediate effect.**

This issues with the approval of the Competent Authority.

वरिष्ठ प्रशासनिक अधिकारी एवं कार्यालय प्रमुख/
Sr. Administrative Officer & Head of Office

सेवा में/ To

सभी संबंधित कर्मचारी/ All staff concerned

प्रतिलिपि/ Copy To:

1. निदेशक कार्यालय/ Director’s Office
2. वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer
3. वरिष्ठ लेखा अधिकारी/ Sr. Accounts Officer
4. स्थापना अनुभाग/ कार्मिक/ वेतन बिल अनुभाग/ लेखा अनुभाग/ नकद अनुभाग/ भंडार अनुभाग/ परियोजना कक्ष/ पेंशन कक्ष/ बिल अनुभाग/ Establishment Section/ Personnel/Pay Bill Section/ Accounts Section/ Cash Section/ Store Section/ Project Cell/ Pension Cell/ Bill Section
5. श्रीमती सहेली सामंता को इसे आईसीएमआर-एनआईआरबीआई वेबसाइट पर अपलोड करने के अनुरोध के साथ/ Mrs. Saheli Samanta with a request to upload the same in ICMR-NIRBI website.

