

URGENT

मिसिल सं./F.No.10/04/2014- प्रशा. चतुर्थ

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/ Department of Agriculture & Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage

एन.एच.4, फरीदाबाद-121001(हरियाणा)/N.H.-IV, Faridabad-121001

दिनांक/Dated: 30.07.2024

CIRCULAR

Subject: Renewal of lease agreement and financial sanction for the office premises hired on rental basis in respect of various Regional offices/Sub-offices -reg.

It has been observed by Competent Authority, that proposals for renewal of lease agreement/financial sanction for payment of rent in respect of Buildings taken on rent by Regional/Sub-offices are not being received in the Directorate in time. The Directorate has reiterated from time to time that the proposal for renewal of lease is required to be submitted **at least 6 months** before the expiry of lease, so as to take up the matter with Competent Authority well in advance.

2. Officers In-charge of the all the Regional offices/Sub-offices are requested to take timely action in the matter and submit proposal to Hqrs. for pending lease renewal/financial sanction for rent payment at the earliest.


30/7/24
(Kusum Goel)

Chief Administrative Officer

मुख्य प्रशासनिक अधिकारी

To

1. All Scheme In-charges
2. Officer In-charges of all Regional/Sub-offices.
3. P&C Division/IT Cell- for uploading on the website of Dte. of PPQ&S, Fbd.