

ICAR – INDIAN INSTITUTE OF SPICES RESEARCH

KOZHIKODE

F.No.IISR/Accounts/2024-25

January 20, 2025

As you aware that financial year 2024-25 is ending on 31/03/2025, which is a holiday due to Idul Fitr (Ramzan) and in anticipation of heavy rush in PFMS/TSA during the last week of March, all bills along with supporting documents should reach Audit & Accounts Section by **20<sup>th</sup> of March, 2025** for making payment. Further, all files including projects for financial concurrence should reach on or before 14/03/2025 and **no proposal for financial concurrence will be entertained after 14/03/2025**. For smooth closing of financial year 2024-25 and to achieve 100% financial target, all are requested to obey the said time frame.

  
(Babu R K)  
20/01/2025

Senior Finance & Accounts Officer

Distribution:

1. Senior Administrative Officer, ICAR-IISR, Kozhikode.
2. PC, AICRP on Spices
3. All Heads of Divisions/SIC Peruvannamuzhi/Farm
4. Head, Regional Station, Appangala/Head, KVK, Peruvannamuzhi
5. Nodal Officers-NEH/SCSP/TSP
6. Administrative Officer/Assistant Administrative Officer, Stores/establishment/Bills)
7. All concerned staff members of ICAR-IISR, Kozhikode/Appangala/Peruvannamuzhi/KVK
8. PA to Director – for kind information of Director.
9. Intranet (for circulation)