



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद *Indian Council of Agricultural Research*)

पी. बी. संख्या: Post Bag No: 1701, मेरिकुनु पोस्ट Marikunnu Post,
कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No.1-9(95)2017-Estt.(Vol.VII)

Dated: 01st January, 2020.

CIRCULAR

In the recent past it is brought to the notice of the Competent Authority that some of the staff members who are availing Earned Leave / Half Pay Leave (Commuted) / Child Care Leave / Maternity Leave / Paternity Leave are neither informing nor submitting their leave applications well in advance to their immediate Superiors / Sanctioning Authority, which is viewed seriously by the Competent Authority. Those who are availing leave except CL/RH should apply **15 days in advance** to the Leave Sanctioning Authority for making alternate arrangements before the leave is sanctioned. This is issued with the approval of Competent Authority for strict compliance.


(R Dinesh)

Head (GA)

कार्यालय अध्यक्ष Head of Office

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - Indian Institute of Spices Research
मेरिकुनु पी.ओ. Marikunnu P.O., कोषिकोड Kozhikode
पिन PIN - 673 012, केरल Kerala, भारत India

Distribution :

1. Intranet