

ICAR-Indian Institute of Spices Research
Marikunnu PO, Kozhikode

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CIRCULAR

As per the instruction from ICAR, e-office system is being implemented at our Institute from June 2020 on-wards in tune with the Government policy for transforming offices into more efficient and transparent paperless e-offices. In order to bring awareness on e-office environment among the staff members, an initial training programme on the basics of e-office system is proposed to conduct during the first two weeks of June 2020. All staff members are cordially invited to attend the programme following the directives on precautions to contain the COVID-19 pandemic.

Training Programme Schedule

Conveners	(1) Mr. Sayed Mohammed V V, Assistant & Local Admin of e-office at the Institute.	
	(2) Mr. Muraleedharan P, Assist. Administrative Officer, ICAR-IISR RS, Appangala	
Date & Time	Staff	Venue
ICAR-IISR Headquarters		
03 June 2020; 2.00-4.00 pm	Administrative Staff	Committee Room at Director's Office
04 June 2020; 2.00-4.00 pm	Scientists Batch I	
08 June 2020; 2.00-4.00 pm	Scientists Batch II	
09 June 2020; 2.00-4.00 pm	Technical Staff	
ICAR-IISR Regional Station, Appangala		
03 June 2020; 2.00-4.00 pm	All staff members	Seminar Hall, RS, Appangala
ICAR-IISR Experimental Farm & KVK Peruvannamuzhi		
16 June 2020 (tentative); 10.00 am-12.00 noon	All staff members at Experimental Farm and KVK	Seminar Hall, KVK

This is issued with the approval of the Director.

Sd/
(C. Sarathambal)
Scientist & Member Secretary,
HRD Committee

(Contd... 2)

Scientists Batch I

1	Dr. Rema J.	Head (i/c), Division of Crop Improvement
2	<u>Dr. R Dinesh</u>	Principal Scientist
3	<u>Dr. A Ishwara Bhat</u>	Principal Scientist
4	<u>Dr. N K Leela</u>	Principal Scientist
5	<u>Dr. V Srinivasan</u>	Principal Scientist
6	<u>Dr. P Rajeev</u>	Principal Scientist
7	<u>Dr. E Jayashree</u>	Principal Scientist
8	<u>Dr. R Praveena</u>	Scientist
9	<u>Dr. P. Uma Devi</u>	Scientist
10	<u>Dr. Sharon Aravind</u>	Scientist
11	<u>Ms. S Aarthi</u>	Scientist
12	<u>Ms. R Sivaranjani</u>	Scientist
13	<u>Dr. C Sarathambal</u>	Scientist

Scientists Batch II

1	Dr. C. K. Thankamani	Head (i/c), Division of Crop Production & PHT
2	<u>Dr. R Ramakrishnan Nair</u>	Principal Scientist
3	<u>Dr. K S Krishnamurthy</u>	Principal Scientist
4	<u>Dr. K V Saji</u>	Principal Scientist
5	<u>Dr. T E Sheeja</u>	Principal Scientist
6	<u>Dr. D Prasath</u>	Principal Scientist
7	<u>Dr. C M Senthil Kumar</u>	Sr. Scientist
8	<u>Dr. Biju C N</u>	Sr. Scientist
9	<u>Dr. Lijo thomas</u>	Sr. Scientist
10	<u>Dr. A. Jeevalatha</u>	Scientist
11	<u>Dr. Anees K</u>	Scientist
12	<u>Dr. C Sellaperumal</u>	Scientist
13	<u>Dr. M Alagupalamuthirsolai</u>	Scientist