

**ICAR-Indian Institute of Spices Research,
Marikunnu PO, Kozhikode**

File No.: PME/IISR/11(07)19

Date : 30.06.2020

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 scheduled on 2nd July 2020, 11.00 AM- 4.00 PM at Conference Hall, ICAR – IISR KVK Peruvannmuzhi. Mr Sayed Mohammed (Nodal officer e- office) is identified as the resource person for the smooth conduct of the training programme. All staff members of KVK and Experimental Farm, Peruvannumuzhi are requested to attend the programme following the directives on precautions to contain the COVID-19 pandemic.

This is issued with approval of the Director.

-sd-

(C. Sarathambal)

Scientist & Member Secretary, HRD