



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, मेरिकुन्नु पोस्ट Marikunnu Post,

कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India

Ph: 2731410, 2730906 Fax: 0091-495-2731187 Email: Store.spices@icar.gov.in

(ISO 9001:20015 Certified Institute)



FNo.4/536/2020-21

Dated 13-07-2020

OFFICE ORDER

As per council instruction for implementation of e office at ICAR Institutes, dated 17th June 2020, ICAR- Indian Institute of Spices Research, Kozhikode has fully functional in the e office system in e office platform w. e. f 15th June 2020. Hence all the filing works are to be made through e office except for some confidential matters. The staff member are requested to furnish the details of file transaction in the prescribed format every week end.

Sl. No.	File Number	File Subject	File Movement in Physical/Electronic	Reason for putting up the file in Physical form

This issue with the approval of the Competent Authority.

(Dinesh.R)

Head of Office

Copy to:

1. All Staff Members
2. The Deputy Director General (HS), ICAR Krishi Bhavan, New Delhi for favour of his kind information
3. The Asst. Director General (ICT), ICAR, Krishi Bhavan, New Delhi- 110001 for favour of his kind information.
4. Dr. Sudeep Marwah, Head (A) and Prof. Computer Applications, ICAR- IASRI, New Delhi.
5. The Director (Admn.), Krishi Bhawan, New Delhi – 110001
6. All Head of Divisions, Head CRC Appangala,
7. Project Coordinator KVK
8. Finance and Accounts Officer
9. Asst. Administrative Officer (Stores/works)
10. Institute Website.