



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान  
(भारतीय कृषि अनुसंधान परिषद)

पी. बी. नं : 1701, मेरिकुन्नु पी. ओ., कोषिकोड - 673 012, केरल, भारत  
(आई एस ओ 9001 : 2008 प्रमाणित संस्थान)

**ICAR - INDIAN INSTITUTE OF SPICES RESEARCH**  
(*Indian Council of Agricultural Research*)

P.B. No: 1701, Marikunnu P.O., Kozhikode - 673 012, Kerala, India  
(An ISO 9001 : 2008 Certified Organization)



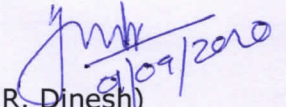
आई सी ए आर सर्वोत्तम संस्थान पुरस्कार (सरदार पटेल) विजेता - 1999 तथा 2009  
Sardar Patel Outstanding ICAR Institution Award Winner - 1999 & 2009

F. No.1-9(95)/2017-Estt

1<sup>st</sup> September, 2020

**OFFICE ORDER**

In pursuance of guidelines issued by Council, it has been decided in the policy committee meeting held on 12<sup>th</sup> August 2020, that all Leave applications from 1<sup>st</sup> September 2020 onwards should be applied through ERP. Further, as a pilot run, for next two months or until Aadhaar based attendance system is reinstated applying of leave should be done both in ARISFORT as well as ERP. The leave sanctioning authority may make sure that **the leave applied through ARISOFT alone is rejected and may approve only if the leave is applied through both Arisoft and ERP.**

  
(R. Dinesh)  
Head (GA)

Copy to:

1. All HoDs, ICAR-IISR Kozhikode
2. The Head i/c., ICAR-IISR RS Appangala
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