



भारत अनुप 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, Kozhikode - 673 012, Kerala

F.No.1-9/95/2020 - Estt.

Dated 4th September 2020

OFFICE ORDER

The District Collector, Kozhikode District under the relevant provisions of the Disaster Management Act. 2005 declared the Ward 16 & 17 (including Chelavoor and Moozhikal area) where ICAR - Indian Institute of Spices Research Headquarters is situated as Containment Area vide Office Order No. DCKKD/4545/2020/F.4(1) dated 03.09.2020 . As per the Order, all the Offices except few such as Village Office, Fire and Safety Office, Police, Health Department are ordered to close. Hence, the ICAR-IISR Headquarters Chelavoor will remain closed until further orders w.e.f 4th September 2020. However, all staff members are required to work from home during the period. All staff members shall exercise proper care to make sure that no files or receipt are kept pending in E-office for unreasonably long duration. **No staff should leave the Headquarters without the prior approval of the Competent Authority.** All staff members are required to stay back at their residence and must be available at all time through mobile / email / whatsapp / other electronic media etc. Staff members should attend office, if called by the concerned controlling Officers for any exigencies of work.

The essential works in the Institute such as irrigation, maintenance of nursery etc. shall be carried out with the minimum staff by the concerned Officers.

This is issued with the approval of the Director.


Head (General Administration)

Copy to :

1. The Deputy Director General (HS), Indian Council of Agricultural Research, New Delhi - 110 012
2. All HODs / FAO / Head RS / SIC, Chelavoor / Peruvannamuzhi / PC, KVK/ Estate Officer / INTRANET