



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)/2020-Estt.

Dated 18th September 2020

OFFICE ORDER

It has come to the notice of the Competent Authority that many staff members including SRF/RA/PhD. Students/Apprentices/Contractual staff are working in the Institute after 6.00 p.m or even in closed holidays without entering their names in the register kept for this purpose in the Reception.

In view of Security Reason and the spread of COVID-19, the following are ordered by the Director for strict compliance with immediate effect.

- All the temporary staff (Ph.D students, Project Staff, YP's, MSc. Students, Apprentice and Contractual Staff) intends to work after 6.00 p.m. should get written permission from their Supervisors. They are requested to enter their name and mobile number in the register kept at the reception and permission letter signed by their Supervisor should be submitted to the Office for records.
- Those who are working on Sundays and holidays are instructed to enter their name and mobile number in the register kept at Security gate. All the temporary staff including students is requested to take prior written permission from their respective Officers and to submit to Office for records

This is issued with the approval of Director.


Head, General Administration

Copy to:-

1. All HoDs /Head i/c RS (Appangala) / SIC, Chelavoor & Peruvannamuzhy (Farm) / Prog.Cordinator KVK, P. Muzhy/ Principal Investigators of various projects - with a request for proper implementation of the Order.
2. Intranet