

INDIAN INSTITUTE OF SPICES RESEARCH
(Indian Council of Agricultural Research)
P.O Marikunnu, Kozhikode – 673 012

No. F.9(397)/2011-Estt.

Dated the 3rd January, 2012

OFFICE ORDER

All the outward letters from the scientists are to be routed through PME Cell instead of directly giving to Despatch Section. The office copies of the letters may be taken by the PME Cell after despatch.


All the dak/letters from the Divisions/Sections may be placed in the tray provided in the Despatch Section for diarizing and distribution to the concerned.

All the leave applications have to be submitted only through ARISOFT. In case ARISOFT is not working, the staff members may proceed on leave by submitting the leave application in the prescribed format and submit the same through ARISOFT on return from leave.

Mrs. M Seema, LDC, may attend the Accounts Module of ARISOFT for the day to day updation.

Ms. P V Sali, PS to Director, may help in binding and other works by deploying SSS available there as and when the Director is on tour/leave.

This issues with the approval of the Director.


(C Venugopalan)
Asst. Admn. Officer (Estt.)

Distribution to :

1. All concerned
2. PS to Director
3. Project Coordinator (Spices)
4. All Heads of Divisions
- ✓ 5. Intranet