

Circular

Staff members including research fellows, students and apprentice who are staying back after 6.00 PM on working days and holidays are requested to enter their name and timings in the register maintained at the reception. Those who are working on holidays should take prior permission from their respective Heads/ PI before entering their timings in the register. I request all the staff members to cooperate and kindly adhere on this. This is issued with the approval of director.

Kozhikode

9-6-16

Thanking you

Yours sincerely

K. V. Saji

SIC farm