



भारतीय मसाला फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद्)

पी. बी. नं : 1701, मेरिकुन्नु पोस्ट, कोषिकोड 673012, केरल, भारत

**INDIAN INSTITUTE OF SPICES RESEARCH**

(*Indian Council of Agricultural Research*)

P.B. No: 1701, Marikunnu Post, Kozhikode- 673 012, Kerala, India



No. F . 9/95-Estt

Dated the 10<sup>th</sup> January, 2013

**OFFICE ORDER**

In view of the drastic cut of Rs. 162 lakhs in the Budget Estimate of 2012-13, the following economic measures are proposed. I request the co-operation of all concerned.

1. The Supply Orders placed for chemicals and glass wares which are more than three months old and the supply has not been made will be cancelled forthwith. The scientists who have placed the indent and the supply has been made partially may contact AAO (Stores) by 15<sup>th</sup> of this month. (All scientists concerned)
2. The vehicles hired for official work for undertaking tours may be combined and a minimum number of three may be ensured for each trip. The scientists proceeding on tour and returning by air/rail may avail of the prepaid taxi available at the airport/railway station. The indent for vehicle hiring may be forwarded to Director for sanction. (Vehicle officer, HDs)
3. Since there is a 25% cut in electricity, generators are run. This needs a lot of money for diesel. It is requested that the air conditioners in sitting rooms may be switched off at least 30 minutes before the office closes. (SIC Farm / Estate Officers / HDs)
4. The new centralized facility is not being kept neat and tidy. The scientists indentified for this and SRFs working in this facility may ensure proper upkeep. (HDs / Dr. Johnson George / Dr. T. Sheeja / Dr. D. Prasath / Ms. Uma Devi)

This is issued with the approval of the Director

(V Mohanan)

Administrative Officer

Copy To:-

1. Finance & Accounts Officer
2. Scientists-In-Charge
3. Head of Divisions
- ✓ 4. Intranet