

# **ICAR-INDIAN INSTITUTE OF SPICES RESEARCH**

**MARIKUNNU P O, KOZHIKODE-673 012, KERALA**

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No. PME/IISR/11(05)14

17<sup>th</sup> February 2017

## **CIRCULAR**

All staff members at ICAR-IISR are requested to strictly adhere to the following instructions in future pertaining to workshop/seminar/symposium/training programmes.

1. Staff members planning to participate in any training/seminars/workshops etc. should submit their application to HRD well in advance, i.e., a minimum of 10 days in advance.
2. Staff members have to make a brief presentation in the study circle after successful completion of the programme.
3. In case one fails to attend the recommended programme, the same should be brought to the notice of the member secretary, HRD Committee.
4. Programme Notice/Circulars pertaining Trainings/Workshops/Seminars/Symposium etc. is displayed in the HRD portal. All are requested to check the website regularly for update.

This circular is issued with the approval of the Director.

**(E. Jayashree)**  
Member Secretary, HRD & IDC