



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)
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20th October 2016

CIRCULAR


Proper maintenance of the Service Book is necessary to eliminate possible delay in authorisation / payment of pension etc. All Staff of ICAR - IISR Kozhikode, Peruvannamuzhi Farm and KVK are requested to verify the correctness of entries in respective personal records i.e. verification of Service Book entries, submission of nominations etc., as per the time schedule indicated below:

Sl. No.	Item of work	Time frame
1.	Verification of Service Book by individual employee of ICAR - IISR Headquarters. (Peruvannamuzhi and KVK staff can verify their Service Book as and when they visit Headquarters).	31 st October 2016 to 15 th November 2016 between 2 p.m to 4 p.m.
2.	Updating the nominee details / dependants etc. for claiming GPF / NPS	As above
3.	Updating family details for claiming LTC / Medical Claim / Pension benefits	As above

All the above exercises should be completed by 15th November 2016.


(K V Pillai)
Administrative Officer &

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