

INDIAN INSTITUTE OF SPICES RESEARCH  
P.O.MARIKUNNU, KOZHIKODE-673 012.

F.No. 9-1/2013-Estt.

Date:29-4-2014

CIRCULAR

All the dealing clerks/Heads of Division and Section are requested to furnish the details of files, Registers, Log books etc. maintained by them in the prescribed proforma attached herewith. The same is required for ISO certification purpose. The details may be furnished on **Priority**.

  
Administrative Officer

To

- 1)The concerned
- 2)All Heads of Divisions/Sections.
- 3)PME
- 4)Scientist-in-charge Farm, Chelavoor/Peruvannamuzhi/Appangala
- 5)Intranet

### LIST OF RECORDS & RETENTION PERIOD

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