



F.No.11(9)Celebrations/2020-Estt.

Date: 13.08.2019.

CIRCULAR

The 'INDEPENDENCE DAY' will be celebrated at this Institute on 15th August, 2020 (Saturday). All the Officers and staff members of CPCRI, Kasaragod including scheme staff are requested to participate in the celebration along with their family members.

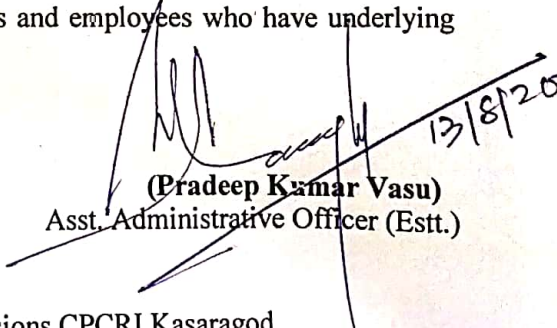
The National Flag will be hoisted by the Director, CPCRI, Kasaragod in front of the Laboratory-cum-office building at 9.00 AM sharp, followed by the singing of National Anthem as per the programme given below;

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|---------|---|
| 8.30 AM | - Long Siren |
| 8.50 AM | - All persons to assemble in front of the Office. |
| 8.55 AM | - All persons to line-up in front of the flag mast. |
| 9.00 AM | - Flag hoisting by the Director |
| | ➤ National Anthem |
| | ➤ Address by the Director |
| | ➤ Distribution of sweets |

Persons who are **reaching late** (after 8.55 AM) are requested **not to join** the function, as it will disturb the proceedings.

Since it is compulsory for Government servants to attend the Flag hoisting ceremony, all AHDs/Sections Heads are requested to ensure the attendance of the personnel working under them. However, in view of the wide-spread of COVID-19 pandemic, attending the flag hoisting ceremony is subject the following :

- 1) Maintain social distancing, wearing of masks, etc., are followed.
- 2) Personal above 65 years of age, children, persons with comorbidity, pregnant women are advised to stay at home.
- 3) Those entering the Institute premises are mandatorily required to have hand hygiene (sanitizer dispenser) and thermal screening provision at the entrance.
- 4) Only asymptomatic staff/visitors shall be allowed.
- 5) Any officer and staff residing in containment zone should not attend the function.
- 6) All employees who are at higher risk i.e Older employees and employees who have underlying medical conditions, to take extra precautions.


(Pradeep Kumar Vasu)
Asst. Administrative Officer (Estt.)

Distribution:

1. Acting Project Coordinator (Palms), All Acting Heads of Divisions CPCRI Kasaragod
2. Scientist in-charge (Farm), CPCRI Kasaragod
3. Head (KVK), CPCRI Kasaragod
4. ACTO (Farm), CPCRI, Kasaragod.
5. The Secretary, Recreation Club/Deptl. Canteen/Co-operative Society, CPCRI, Kasaragod.
6. Administrative Officer, CPCRI Kasaragod
7. Finance & Accounts Officer, CPCRI Kasaragod
8. Asst. Adm. Officer (Estt./ Store/ Estate/Bills)
9. PS to Director, PME Cell, Library/AKMU, RTI & APAR Cell, CPCRI Kasaragod
10. Notice Board (Office/Farm) Website.

**CENTRL PLANTATION CROPS RESEARCH INSTITUTE
KASARAGOD - 671 124, KERALA.**

FLAG HOISTING ARRANGEMENTS FOR INDEPENDENCE DAY 2020

1.	Cleaning of premises, checking of National Flag and coir, painting of Flag mast	ACTO (Farm)
2.	Announcement/Commanding	Secretary, Recreation Club
3.	Arrangements for Photo/Video	Sri. Shymaprasad, ACTO
4.	Installation of power supply & Audio system	Sri.Hareesh G.S, TO (IE) & OIC (Electrical) Sri. Devaraj K,STA (JE) Sri. Sunil, Sr. Technician
5.	Playing National Integration songs	Sri.Hareesh G.S,TO (IE) & OIC (Electrical) Sri. Devaraj K,STA (JE) Sri. Sunil, Sr. Technician
6.	Singing of National Anthem	All participants
7.	Purchase of sweets for distribution	Cashier
8.	Leading the Director to the Flag mast	Chief Administrative Officer
9.	Helping the Director for hoisting the flag	Sri. B. Ramachandran, SSS
10.	Intimation to Security to close the gate at 8.55AM	ACTO (Farm)


Asst. Administrative Officer (Estt.)

13/8/2020