



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
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Dated 02.11.2020

CIRCULAR

Sub: Service Verification of the Officers/Staff – Reg.

All the Officers and Staff members of this Institute are requested to verify the service book and ensure that the entries made in the SB are correct and append their signature in their SB as a token of having done the verification. The date and time for verification by each category of staff are furnished below.

Category	Dates for verification
Administrative and Supporting	: 09.11.2020 to 13.11.2020 (2.00 PM to 4.30 PM)
Scientific	: 16.11.2020 to 18.11.2020 (2.00 PM to 4.30 PM)
Technical	: 19.11.2020 to 20.11.2020 (2.00 PM to 4.30 PM)

All the staff are requested to ensure that the verification is completed within stipulated date.

Asst. Administrative Officer (Estt)

Circulation to: All Officers/Staff members/Notice Board/Web site