



भा. कृ. अनु. प. - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर

ICAR - CENTRAL INSTITUTE FOR WOMEN IN AGRICULTURE

(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)

Plot No. 50-51, Mouza-Jokalandi, Post-Baramunda, Bhubaneswar - 751003, Odisha, INDIA

Phone : 0674-2387220, e-mail : director.ciwa@icar.gov.in, Web : http://www.icar-ciwa.org.in



फा. सं. III-13014/03/22-प्रशा. /466

दिनांक : 28<sup>th</sup> September 2022

### कार्यालय आदेश

In pursuance to Council's Office Memorandum F. No. 12-10/2018-Cdn., dated 21<sup>st</sup> September 2022 conveying the approval of Competent Authority in the Council, the implementation of 5 (five) days' working week in all ICAR Institutes, the Director, ICAR - Central Institute for Women in Agriculture (CIWA), Bhubaneswar is pleased to implement **05 (five) days' working week** at ICAR-CIWA, Bhubaneswar w.e.f. 1<sup>st</sup> October 2022 with working days from Monday to Friday, as per details/ timings, given below :

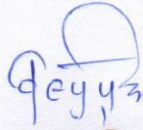
#### • OFFICE TIMING

**From 9.00 a.m. to 5.30 p.m.**

**with half an hour lunch break from 1.00 p.m. to 1.30 p.m.**

- All the essential services for the benefits of farmers will continue uninterrupted.
- The essential services like attending farm, animals, laboratories etc. will be kept operational, the staff working in the fields shall attend to their duties and the Institute employees will attend to the official duties on Saturday, as and when required.

यह आदेश निदेशक के अनुमोदन से जारी हुआ है ।

  
प्रभारी प्रशासनिक अधिकारी

#### वितरण :

1. सभी अधिकारी /कर्मचारी
2. नोडल अधिकारी, Aadhaar Enabled Biometric Attendance System (AEBAS)
3. प्रशासन प्रमुख / वित्त व लेखा अधिकारी /प्रभारी (पि.एम.ई. प्रकोष्ठ) / प्रभारी (वाहन) / प्रभारी (Security) / प्रभारी (खेत) / प्रभारी (संपदा)/ Nodal, AICRP
4. निदेशक के निजी सचिव (निदेशक के सूचनार्थ)
5. All local authroties (Bank/ Post-Office/ Police Station/ All stake holder departments/ AICRP Centres {through institute website})
6. अवर सचिव (कृषि शिक्षा), कृषि शिक्षा संभाग, भारतीय कृषि अनुसंधान परिसर, कृषि अनुसंधान भवन - II, पूसा, नई दिल्ली 110012
7. सूचना पटल / गाई फाईल / eOffice Notice Board