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An ISO 9001:2015 certified institution



F.No.9 (15)/2022/Estt./ 12014

Date: 26.09.2022

**कार्यालय आदेश / OFFICE ORDER**

In accordance with the Council's Office Memorandum F.No.12-10/2018-Cdn. Dated 21.09.2022 regarding the implementation of 5 days' working week at all ICAR Institutes, the ICAR – National Research Centre for Banana, Tiruchirappalli shall also observe 5 days' working week at the Centre w.e.f. 01.10.2022 with working days from **Monday to Friday** as per the following timings.

**From 9.00 AM to 05.30 PM with half an hour lunch break from 01.00 PM to 01.30 PM.**

All the In-charges of various sections shall ensure the following.

1. That, all the essential services for the benefits of farmers will continue uninterrupted.
2. That, the essential services like attending farm, laboratories, etc., will be kept operational, the staff working in the fields shall attend to their duties and the staff will attend the official duties on Saturday on rotational basis or as and when required.

**Further, the timings should be strictly adhered to and the late attendance will be regulated as per the existing rules and regulations.**

*Umyal*  
निर्देशक 26/9/22  
Director

Circulation to:

1. All the staff members – through their email
2. All the section in-charges of various sections
3. Notice board (Annex / Main / Biotech / Farm)
4. PMEC – For uploading the ICAR – NRCB website