



**ICAR - CENTRAL RICE RESEARCH INSTITUTE
CUTTACK-753 006, ODISHA, INDIA**

CRRI/A.O./2015-16/

09th June 2015

CIRCULAR

This is for the information of all concerned that many a times, visitors are coming to the Institute on various grounds. At times, it is observed that in the name of visitors, many vendors/agent/firms through their representative do come to the Institute from their business interest point of view. This has impact on the official activities of the Institute. There apart, many functionaries/ employees get disturbed frequently. With a view to regulate these activities, it has been decided that the visitors, at the first instance, would be registered with the Security Reception. A separate Register for the purpose will be maintained with Security Reception to record the information. The visitors would be allowed to meet the functionaries/employees of the Institute, only, on latters' consent. The Security at the Reception, would issue a Visitors Pass to the concerned visitor(s), on retaining his/her proof of identity, in original, (Photo ID/PAN/DL etc.) who, on return, would surrender the Pass with the Security Reception.

This issues with the approval of the Director.

K.C. Das
(K.C. Das)

Administrative Officer

Distribution to:

1. All Heads of Division/Section, CRRI
2. The Security Officer/Security Section/IMS
3. The Chief Finance and Accounts Officer, CRRI
4. The Finance and Accounts Officer, CRRI
5. The Administrative Officer –I, CRRI
6. The Administrative Officer – II, CRRI
7. All Asst. Administrative Officers, CRRI
8. P.S. to Director, CRRI
9. Guard File
10. Notice Board