

भा.कृ.अनु.प.—भारतीय मक्का अनुसंधान संस्थान

ICAR-Indian Institute of Maize Research

पी.ए.यू. परिसर, लुधियाना

P.A.U. Campus, Ludhiana -141004

मि.सं.6-48/Office Order/IIMR/15/ 784/6

Dated 21.09.2020

CIRCULAR

Instances have come to the notice when RA, SRF, YPs etc. resign without giving prior notice of one month and his/her salary for the preceding month has been released. In such situation, institute is left with insufficient dues of the concerned contractual staff for recovery as he/she has served only for few days after the drawal of salary. It may kindly be noted that as per the contract agreement signed by the contractual staff viz. RA, SRF, YPs etc., one month notice is mandatory failing which he/she has to deposit one month salary to the account of the Institute. Under no circumstances, there should be any violation of the contract with the Institute.

To avoid such kind of situation, it has been decided by the Director, ICAR-IIMR that concerned PI may insist on one month notice. However, if the contractual staff still insist to resign PI shall immediately inform Drawing & Disbursing Office, AF&AO and Administrative Officer proactively by email and telephone. This efforts will be required extra proactive action at all level to safeguard the interest of the Institute.

This issues with the approval of Director, ICAR-IIMR, Ludhiana.

(Ashwani Kumar)

Administrative Officer

Distribution:

1. All Scientific, Technical, Administrative, Skilled Supporting Staff of IIMR, Ludhiana and its regional station
2. In-Charge, RMR&SPC, Begusarai
3. In-Charge, WNC Hyderabad
4. In-Charge, IIMR Delhi Unit, New Delhi
5. AAO/AF&AO, IIMR, Ludhiana
6. PS to Director for information
7. Sh. Deep Mohan Mahala, Scientist, for IIMR website.