



# ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE

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## CIRCULAR

It is to inform that the Indents from various Divisions /Sections/Research Stations for engagement of Minimum wage casual workers for every month are being received **without furnishing any details viz. the works to be taken up in the particular month, No. of Skilled Support staff available with them, reasons/justifications for engagement of minimum wage casual labour etc.** To facilitate timely processing of the Indents all the Heads of Divisions/Section/Research Stations are requested to send the Indents for engagement of Minimum wage casual workers duly furnishing the above details, so as to reach Adm.I Section, by 15<sup>th</sup> of preceding month..

(B.SWARNA KUMARI)  
SR ADMINISTRATIVE OFFICER

To oic(AKMU)

All the Heads of Divisions/Sections Research Stations

Copy to AAO(B&C)/Adm.III(P&S)/FACO for information.

480  
430  
145