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CIRCULAR

It has come to the attention of the Institute that some research scholars are working in the laboratories well beyond regular office hours, at times extending past midnight. As the Institute follows a co-working policy with both male and female students / scholars, the use of laboratories by mixed groups (i.e., both male and female scholars) shall be strictly **limited to 9:00 p.m.**

The Competent Authority has taken serious note of this matter. Scholars who wish to work beyond the specified hours may do so only if they are of the same gender (i.e., all-male or all-female groups). In such cases, prior permission must be taken from the Principal Investigator (PI), and the In-Time and Out-Time must be recorded in the laboratory logbook.

Additionally, it is once again emphasized that male scholars are strictly prohibited from visiting the Women's Hostel. The use of gas stoves, heaters, or induction cooktops in the hostels is strictly forbidden and must be stopped immediately.

All concerned are advised to adhere strictly to these guidelines. Non-compliance may attract disciplinary action.

This is issued with the approval of the Competent Authority.


(Nirmal Sarkar)

Chief Administrative Officer

Distribution:

- 1) All the Heads of Division / Heads of Regional Centre / Scientists-in-Charge / Section-In-Charges / AAOs at ICAR-CIFRI, Barrackpore for kind information and wide circulation among the Officials, staff members and Research Scholars deployed at respective Divisions / Units / Sections / Cells / Regional Centres and working under their control.
- 2) PIs / Co-PIs of the respective projects operating in ICAR-CIFRI.
- 3) In-Charge, AKMU with the request to upload on Institute's website.
- 4) Notice Board (s)

Copy to: Office of the Director for kind information