



कयूर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

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A-57/1/2017-Adm(Establishment)

09.05.2017

CIRCULAR

**Sub:- Visit of Shri Giriraj Singh, Hon'ble Minister of State for MSME,
Govt. of India to Bangalore and Cochin- reg.**

Shri Giriraj Singh, Hon'ble Minister of State for MSME, Govt. of India is visiting the Head Office of Coir Board on **13.05.2017(Saturday)** in connection with the PMEGP Review meeting with the officials of KVIC, NSIC, MSME-DI, Tool Room, Coir Board and Lead Bankers. The meeting is scheduled to be held at 4.30-6.30 p.m on **13.05.2017(Saturday)** at Board room of Coir House, M.G.Road, Ernakulam. The Hon'ble Minister is also visiting CCRI, Kalavoor on his way to Coir Board Head Office on the same day. Therefore, it has been decided that Saturday will be a normal working day for the Head Office, CCRI and all other Offices in the Coir Board Complex at Kalavoor, Alleppey and SR&SD, Ernakulam. All the staff members are, therefore, requested to be present on the same day, as usual.

The Hon'ble Minister is also visiting CICT, Bengaluru on 12.05.2017(Friday). Therefore, all the staff members in CICT, Regional Office, Bengaluru and SR&SD, Bengaluru are requested to be compulsorily present in the Office on the same day.

This issues with the approval of Joint Director (Plg.), Coir Board.


ADMINISTRATIVE OFFICER

To

1. Director(Mktg.)
2. Director, RDTE, CCRI, Kalavoor
3. Joint Director(Plg.)
4. Senior Accounts Officer
5. CCRI, Kalavoor
6. Hindustan Coir, Kalavoor
7. Regional Office, Kalavoor
8. NCT&DC, Kalavoor
9. CICT, Bengaluru
10. Regional Office, Bengaluru
11. SR&SD, Ernakulam
12. SR&SD, Bengaluru
13. All Sections/Branch Officers in the Head Office
14. Stock file
15. E-Office Notice Board