

**SPICES BOARD**(Ministry of Commerce and Industry
Government of India)

Sugandha Bhavan

N.H. By-pass

P.B. No. 2277

Palarivattom P.O.

Cochin - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय,

भारत सरकार)

सुगन्ध भवन

एन. एच. बाइपास

पी. बी. नं. 2277

पालारिवट्टम पी.ओ.

कोचिन - 682 025, भारत

No.ADM/MISC/36(9)92/ 2365

16th February, 2023MEMORANDUM

Sub: Welfare activities for Women employees of the Board –
Nomination of Welfare Officer – reg.

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Smt. Srilatha C.M, Scientist-C has been nominated as Welfare Officer for Women Employees of the Board by the Secretary for a period of one year with effect from 17.02.2023. During this period she will perform the duties of the Welfare Officer of the Women Employees in addition to her duties as Scientist-C, QEL. She will be eligible for an honorarium of Rs.300/- per month for performing the additional duties during the above period.

As Welfare Officer, Smt. Srilatha C.M, shall maintain good contact with the women employees of the Board and sort out their difficulties, problems, if any, or bring them to the notice of the higher authorities wherever necessary, alongwith suggestions for possible solutions.

DIRECTOR(ADMIN) i/c

1. Smt. Srilatha C.M
Scientist-C
Quality Evaluation Laboratory(QEL)
Spices Board
Head Office
Kochi – 682 025.

2. All Women Employees of the Board

Copy to: Secretary's Estt./Personal file/Accounts/Office copy.