



ICAR-Central Plantation Crops Research Institute
Kasaragod - 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



E.F.No.3 (2)Asst.Tech./2020-Estt.

Date: 30.07.2025

To

The Head/Scientist in-Charge
CPCRI Regional Station/Research Centre
Kayamkulam/ Vittal/Alappuzha/ Kasaragod/ Mohitnagar/Kahikuchi/Kidu.

Sub: Assessment of Technical Personnel for the year 2025-2026.


Sir,

I am enclosing herewith the statement showing the details of Technical personnel eligible for Five/seven/Ten yearly Assessment for the period ending 31.03.2025 (Category-I, II and III in the functional group of Field/Farm and Workshop Staff). A copy of the proforma for Assessment Report is enclosed herewith. Required numbers of copies may be prepared at your end and distributed among the eligible Technical personnel. The following instructions may please be noted in this regard.

1. Those who are eligible for 5 yearly/7 yearly/10 yearly assessment/Supplementary assessments as the case may be, for the above period may submit their report.
2. The **proforma (4 copies)** may be given to the individual for filling up the relevant columns after recording/verifying the service particulars by the respective Office.
3. The educational qualification of the individual concerned viz., Matric/Diploma (with duration specified)/Degree/PG Degree (with discipline specified) should be indicated against the column in the proforma. A copy of certificate in proof of educational qualification viz. Diploma/Degree/PG Degree, duly attested may be enclosed invariably with the report.
4. A brief note on the work done by the individual (during the reported period) may be attached along with the proforma.
5. The proforma when received back from the individual may be got reported/reviewed/remarks recorded by the Officer as indicated in Col. 7 & 8 of the attached statement with due regard to the guidelines contained in the ICAR letters No.F.18(1)/2004-Estt.IV dated 26th December, 2005 and 11th June, 2010.
6. ICAR vide its letter No.19(4)/2012/Estt.IV dated 16th July, 2012 stipulated that submission of annual property return is a mandatory pre-requisite for considering the recommendations of the Assessment Committee in respect of the Technical Personnel for approval. It was indicated vide Council's letter No.39-8/2011-Vig. Dated 22nd May, 2012, that vigilance clearance can be denied to an officer on account of non-submission of annual immovable property return (AIPR).
7. Please check-up the enclosed statements and ensure that no eligible person(s) have been left out. In case any of the names of officials eligible for five/seven/ten yearly assessment/ supplementary assessment for the period ending 31.03.2025 have been left out from the enclosed statement, the same may be included and discrepancies, if any, be brought to the notice of this office immediately.

The proforma duly completed in all respects may be forwarded to this office latest by 30th August 2025, under confidential cover.

आपका भवदीय,


ए. नील विस्सर

सहायक प्रशासनिक अधिकारी (स्थापना)
सहायक प्रशासनिक अधिकारी (स्थापना)

Assistant Administrative Officer (Estt.)

केन्द्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड

Central Plantation Crops Research Institute, Kasaragod

End: as above.

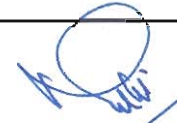
Copy to:

1. The Project Coordinator (palms), ICAR-CPCRI, Kasaragod
2. The HoD (Crop Production/Crop Improvement/Crop Protection/PB&PHT/Social Sciences, ICAR-CPCRI, Kasaragod
3. The Head, ICAR-CPCRI Regional Station, Vittal/Kayamkulam
4. The Head, ICAR- KVK, Alappuzha/ Kasaragod
5. The Scientist In-charge, PME, ICAR-CPCRI, Kasaragod
6. RTI & APAR Cell, ICAR- CPCRI, Kasaragod.
7. The Secretary (Staff Side) IJSC, ICAR-CPCRI, Kasaragod
8. Copy for uploading Institute website



List of Technical personnel to be considered for assessment up to 31.03.2025

Sl. No.	Name & Designation	Station	Period of Assessment	Five/Seven / Ten Yearly or Supplementary	Category & Functional Group	Reporting Officer	Reviewing Officer	Remarks
1	2	3	4	5	6	7	8	9
1	Mr V.K.Gopalakrishnan, Technical Officer(T-5)	CPCRI, Kasaragod	13.09.2014 to 12.09.2024	Ten Yearly	Workshop	OIC(Maintenance)	Director	Completed 10 years as Technical Officer and is eligible to be considered for promotion to the grade of Senior Technical Officer from 13.09.2024.
2	Shri Dinesh Kumar N, Senior Technician	CPCRI, Kasaragod	14.12.2014 to 13.12.2024	Ten Yearly	Field /Farm	Head(PB&PHT)	Director	Completed 10 years as Senior Technician and eligible to be considered for promotion to the grade of Technical Assistant from 14.12.2024.
3	Shri Sunny Thomas, Technical Officer	CPCRI,RS, Kayamkulam	28.09.2019 to 27.09.2024	Five Yearly	Field /Farm	Head, (KVK, Alappuzha)	Director	Completed 5 years as Technical Officer and eligible to be considered for promotion to the grade of Senior Technical Officer from 28.09.2024
4	Shri M.S.Rajeev, Chief Technical Officer (SMS)	KVK, Alappuzha	24.04.2018 to 23.04.2023	Five Yearly	Field /Farm	Head, (KVK, Alappuzha)	Director	Completed 5 years as CTO (SMS) and is eligible to be considered for one advance increment w.e.f 24.04.2023
5	Smt Jissy George, Chief Technical Officer (SMS)	KVK, Alappuzha	22.05.2018 to 21.05.2023	Five Yearly	Field /Farm	Head, (KVK, Alappuzha)	Director	Completed 5 years as CTO (SMS) and is eligible to be considered for one advance increment w.e.f 22.05.2023
6	Shri Sivakumar T, Chief Technical Officer (SMS)	KVK, Alappuzha	21.10.2018 to 20.10.2023	Five Yearly	Field /Farm	Head, (KVK, Alappuzha)	Director	Completed 5 years as CTO (SMS) and is eligible to be considered for one advance increment w.e.f 21.10.2023
7	Shri G.Lekha, Chief Technical Officer (SMS)	KVK, Alappuzha	27.05.2018 to 26.05.2023	Five Yearly	Field /Farm	Head, (KVK, Alappuzha)	Director	Completed 5 years as CTO (SMS) and is eligible to be considered for one advance increment w.e.f 27.05.2023
8	Shri S Ravi, Chief Technical Officer (SMS)	KVK, Alappuzha	06.06.2018 to 05.06.2023	Five Yearly	Field /Farm	Head, (KVK, Alappuzha)	Director	Completed 5 years as CTO (SMS) and is eligible to be considered for one advance increment w.e.f 06.06.2023.


 सहायक प्रशासनिक अधिकारी (स्थापना)
 Assistant Administrative Officer (Estt.)
 केंद्रीय रोषण फसल अनुसंधान संस्थान, कसरगोड़