



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

Date: 16.03.2022

To,

The Acting Head/Scientist in-charge
CPCRI Regional Station/Research Centre
Kayamkulam/Vittal/Mohitnagar/Kahikuchi/Kidu
The Head, KVK/Kasaragod/Alappuzha

Sub: Assessment of Technical Personnel for the period ending September 2022

Sir,

I am enclosing herewith the statement showing the details of Technical personnel eligible for Five/seven/Ten yearly Assessment for the period ending 30.09.2022{Category-I, II and III in the functional group of (1) Field/Farm Technician (2) Lab Technician (3) Workshop including Engg Workshop Staff and (4) Library, Information & Documentation 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 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. (CPCRI, Kasaragod Endt. No.F.4(10)3/2002-Estt.I dated 25th January, 2006 and 4(10)3/2007-Estt. Dated 07.07.2010 respectively.
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 recommendation 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 30.09.2022 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 April 20th April 2022, under confidential cover.

Yours faithfully,

Digitally Signed by C M

Jenny

Date: 21-03-2022 16:11:49

Reason: Approved

(Jenny CM)

Administrative Officer

Encl: as above.

Copy to:

1. The Scientist-in-charge, PME Cell, ICAR-CPCRI, Kasaragod.
2. The Acting Project Coordinator (Palms), CPCRI, Kasaragod
3. The AHoD (Crop Production/Crop Improvement/Crop Protection/PB&PHT/Social Sciences, CPCRI, Kasaragod
4. Head ,KVK, ICAR-CPCRI Regional Station, Kayamkulam, Kasaragod
5. RTI & APAR Cell, CPCRI, Kasaragod.
6. Website.