



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़ - 671124, केरल, भारत



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



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

Date: 03.08.2023

To,

The Acting Head, CPCRI Regional Station, Kayamkulam  
The Head, KVK/Kasaragod/Alappuzha

Sub: Assessment of Technical Personnel for the year 2023-2024.

Sir,

I am enclosing herewith the statement showing the details of Technical personnel eligible for Five/seven yearly Assessment for the period ending 31.03.2023 {Category-I, II and III in the functional group of Field/Farm. 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 yearly assessment/Supplementary 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 26<sup>th</sup> December, 2005 and 11<sup>th</sup> June, 2010. (CPCRI, Kasaragod Endt. No.F.4 (10)3/2002-Estt.I dated 25<sup>th</sup> 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 16<sup>th</sup> 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 22<sup>nd</sup> May, 2012, that vigilance clearance can be denied to an officer on account of non-

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

- 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 25th August 2023, under confidential cover.

Yours faithfully,

  
Chief Finance & Accounts Officer  
& In-charge (Estt)

Encl: as above.

Copy to:

1. The Scientist-in-charge, PME Cell, ICAR-CPCRI, Kasaragod. The enclosed Assessment forms may please be distributed to the concerned technical personnel and the same duly completed in all aspects returned to RTI&APAR Cell positively by 25.08.2023.
2. The Project Coordinator (Palms), CPCRI, Kasaragod
3. The HD (Crop Production/Crop Improvement/Crop Protection/PB&PHT/Social Sciences, CPCRI, Kasaragod
4. RTI & APAR Cell/library, CPCRI, Kasaragod.
5. Website.

**List of Technical personnel to be considered for assessment up to 31.03.2023**

Sl. No.	Name & Designation	Station	Period of Assessment	Five/Seven / Ten Yearly or Supplementarily	Category & Functional Group	Reviewer	Head of Division/ Station/ Director	Remarks
1	2	3	4	5	6	7	8	9
01	Shri Shyama Prasad, Chief Tech. Officer	CPCRI, Kasaragod	01.01.2018 to 31.12.2022	One Advance Increment	Field Farm	AHD (Social Science)	Director	Completed 5 years as CTO and eligible to be considered for grant of one adv increment in the grade from 01.01.2023
03	Smt Neelofar Illiaskutty,	KVK, Kasaragod	10.06.2016 to 09.06.2021	One Advance Increment	Field Farm	Head (KVK, Kasaragod)	Director	Completed 5 years as CTO and eligible to be considered for grant of one adv increment in the grade from 10.06.2021
11	Shri K Panduranga, Technical Assistant	CPCRI, Kasaragod	07.12.2017 to 06.12.2022	Five Yearly	Field Farm	AHD (Crop Improvement)	Director	Completed 5 years as Technical Assistant and eligible to be considered for promotion to Senior Technical Assistant in Cat II from 07.12.2022.
18	Dr CG Namboothiri, Asst.Chief Technical Officer	CPCRI, RS, Kayamkulm	27.03.2016 to 26.03.2023	Seven Yearly	Field Farm	Acting Head, CPCRI(RS), Kayamkulam	Director	Completed 7 years as T7-8 ACTO (SMS) and is eligible to be considered for promotion to T-9 CTO in Cat III from 27.03.2023.
19	Shri Ansary, Senior Technical Officer	KVK, Kayamkulam	11.01.2018 to 10.01.2023	Five Yearly	Field Farm	Head, KVK, Kayamkulam	Director	Completed 5 years as STO(T-6) and eligible to be considered for promotion to T-7-8 Asst. Chief Tech. Officer in Cat III from 11.01.2023
20	Smt Bijila, Senior Technical Officer	KVK, Kayamkulam	04.02.2018 to 03.02.2023	Five Yearly	Field Farm	Head, KVK, Kayamkulam	Director	Completed 5 years as STO(T-6) and eligible to be considered for promotion to T-7-8 Asst. Chief Tech. Officer in Cat III from 04.02.2023.



**Chief Finance & Accounts Officer & In-charge (Estt)**