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भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड - 671124, केरल, भारत
ICAR-Central Plantation Crops Research Institute
Kasaragod 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)

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

Date: 24.07.2026

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To

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

Sub: Assessment of Technical Personnel for the year 2026-2027.

Sir,

I am enclosing herewith the statement showing the details of Technical personnel eligible for Five/seven/Ten yearly Assessment for the period of **September 2025 to March i.e. up to 31.03.2026**. (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 yearly assessment for the period ending 31.03.2026 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 10th August 2026, under confidential cover.

आपका भवदीय,

ए. नील विस्वर

सहायक प्रशासनिक अधिकारी (स्थापना)

Asst. Administrative Officer (Estt.)

भा.कृ.अनु.प. - केन्द्रीय रोपण फसल अनुसंधान संस्थान
ICAR - Central Plantation Crops Research Institute
पुल्लु (काड) कासरगोड - 671124 केरल
Kadu P.O., Kasaragod-671124, Kerala

End: as above.

Copy to:

1. The Project Coordinator (palms)/ All HD's, ICAR-CPCRI, Kasaragod
2. The Head, Regional Station, Vittal/ Kayamkulam
3. The Head KVK, Alappuzha/ Acting Head, KVK, Kasaragod
4. The OIC(Maintenance), ICAR- CPCRI, Kasaragod
5. The Scientist In-charge, PME, ICAR-CPCRI, Kasaragod
6. Administrator (e-Office) / Library - For uploading Institute e-Office notice board & website.

List of Technical personnel to be considered for assessment up to 31.03.2026

Sl. No.	Name & Designation	Period of Assessment	Reporting Officer	Reviewing Officer	Remarks
1	2	4	7	8	9
1.	Shri Devaraj K. Technical Officer, CPCRI, Kasaragod	14.06.2020 to 31.12.2025	Dr H.P.Maheswarappa, Principal Scientist & OIC(Maintenance)	Director	Completed 5 years as Technical Officer and eligible to be considered for promotion to Senior Technical Officer from 01.01.2026.
2	Shri Isbu, Technician (T-I), CPCRI, Regional Station, Vittal	01.03.2021 to 28.02.2026	Dr Nagaraja. N.R, Senior Scientist	Dr M.K.Rajesh, Head, Regional Station, Vittal	Completed 5years as Technician and eligible to be considered for promotion to Senior Technician from 01.03.2026.
3.	Dr.Jayashree.M.P, Asst.Chief Technical Officer, ICAR-KVK. Kasaragod	08.01.2015 to 07.01.2022	Head, KVK, Kasaragod	Director	Completed 5 years as Asst. Chief Technical Officer and eligible to be considered for promotion to Chief Technical Officer from 08.01.2022.


 सहायक प्रशासनिक अधिकारी (स्थापना)
 Asst. Administrative Officer (Estt.)
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