



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

ICAR-Central Plantation Crops Research Institute

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F. No. 8(7)Distri.ofwork(Admn.)/2020-Estt.

Date: 01.11.2022

OFFICE ORDER

In view of retirement on superannuation of Smt M. Reetha, Asst. Administrative Officer, ICAR-CPCRI, Kasaragod on the afternoon of 31.10.2022, the following temporary working arrangements are hereby ordered with immediate effect and until further orders:

1. The additional charge of Asst. Administrative Officer, ICAR-CPCRI Regional Station Kayamkulam assigned to Shri Pradeep kumar Vasu, AAO vide F. No.7(28)B/2022-Estt dated 22.07.2022, stands withdrawn with immediate effect. He will now hold the additional charge of the Audit & Accounts Section at CPCRI, Kasaragod in addition to his normal duties as Asst. Administrative Officer, Establishment Section. He shall be the first signatory of TSA during the absence/tour of Finance & Accounts Officer.
2. Shri Neil Vincer, Asst. Administrative Officer (Estate), in addition to the works assigned to him vide O.O. vide F. No.7(28)B/2022-Estt dated 22.07.2022, shall be the second signatory of TSA during the absence/tour of Administrative Officer.
3. Shri Nithianandan. K.R, Asst. Administrative Officer (Bills) is assigned the additional duty to handle all the Service Books and Personal files of all employees maintained at CPCRI Hqs.
4. Shri Ajith Kumar, Technical Officer (Civil Engg.) shall in addition to the duties assigned to him vide Office order F.No 8(4)Trans.req. Techn./2021-Estt.dated 01.06.2022, is assigned the additional charge of Asst. Administrative Officer and Head of the Office, ICAR-CPCRI Research Centre, Kidu.
5. Shri Subhash Paul will continue to work for Research Centre, Kahikuchi through e-Office in addition to his normal duties at RC Mohit Nagar. He can be on tour to RC, Kahikuchi for a maximum of ten days in every month based on the request of SIC Kahikuchi to SIC, Mohitnagar.

This is issued with the approval of the Director, ICAR- CPCRI, Kasaragod.

(Hareesh Nair)

Chief Administrative Officer (Sr. Grade)

Distribution to:

1. Officials concerned through proper channel.
2. The Acting PC (Palms)/All AHDs, CPCRI, Kasaragod.
3. The Acting Head, CPCRI, Regional Station, Kayamkulam/ Vittal
4. The Scientist-in-charge, CPCRI, Research Centre, Kidu/ Mohinagar/ Kahikuchi
5. The Head, KVK, Kasaragod/ Alappuzha, CPCRI, Kasaragod
6. The Finance and Accounts Officer, CPCRI, Kasaragod.
7. The AAO (Estt./Estate & Store /Bills/Accounts), CPCRI, Kasaragod.
8. PS to Director, CPCRI, Kasaragod.
9. RTI&APAR Cell/PME Cell/Hindi Cell//AKMU/Library
10. Administrator (e-office), for placing the same in the e-office Notice Board.