

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**  
**(Indian Council of Agricultural Research)**  
**Kasaragod – 671 124, KERALA.**

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F.No.7 (28) B/2012-Estt.

22 January 2014

12168

**OFFICE ORDER**

Following working arrangements in the Administration are ordered with immediate effect and until further orders:

- The recruitment files in respect of Administrative & SSS and other related files in the Estt.I Section presently in the custody of AAO(Estt.I) and dealt by the Contract Staff shall be taken over by Sh. M. Ravindran, Assistant, additionally. Henceforth, he will deal all the cases of recruitment of Technical / Administrative / SSS and related matters.
- The files related to recruitment of personnel under the adhoc schemes/projects presently dealt by Sh. M. Ravindran, Assistant shall be taken over by Smt. K. Prabhavathi, Assistant, additionally.
- The personal files in respect of Officers and other miscellaneous files presently dealt by Smt. K. Prabhavathi, Assistant shall be taken over by Sh. Ratan Singh, LDC.
- Central Diary is entrusted to Smt. Vanamalini, SSS. She is also entrusted to operate the Photocopier installed in Estt.I Section and to maintain the log book of the machine.

The office order of even number dated 19 October 2013 stands modified to this extent.

This is issued with the approval of the Director.

  
**(Suresh Kumar)**  
**Chief Administrative Officer**

**Distribution:**

1. Individual concerned ( by name) thru' proper channel.
2. PC (Palms) / HD(SS) / HD(PB&PHT)/ HD(Crop Improvement)/HD(Crop Production)/HD(Crop Protection), CPCRI, Kasaragod
3. AAO (Estt.I / Stores / Bills / Estate / Estt.II), CPCRI, Kasaragod
4. Senior Finance & Accounts Officer, CPCRI, Kasaragod
5. PS to Director/ PA to CAO/Confidential/PME Cell / Library/Hindi Cell
6. The Secretary (Staff Side) IJSC, CPCRI, Kasaragod.
7. Guard File.