

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Kasaragod-671 124, Kerala.

F. No.4 (158)/2014-Estt. / 152

Date: 24.02.2014

The Head, CPCRI Regional Station, Vittal/Kayamkulam
The Scientist-in-Charge, CPCRI Research Centre, Mohitnagar/Kahikuchi/Kidu.
The Officer-In-Charge, CPCRI Regional Station, Minicoy
The Programme Coordinator, KVK, Alleppey/Kasaragod

Sub: Assessment of Technical Personnel for the year 2013

Sir,

I am enclosing herewith the statement showing the details of Technical Staff eligible for Five Yearly/Seven yearly/Ten Yearly/Supplementary Assessment for the period ended 31.08.2013. A copy each 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 Staff. The following instructions may please be noted in this regard.

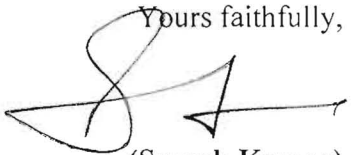
1. Those who are eligible for 5 yearly/7 yearly/10 yearly assessment/Supplementary assessment as the case may be, for the above period may submit their report.
2. The proforma (4 copies) may be given to the individual for filling up the relevant columns after recording/verifying the service particulars (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 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 reviewed/remarks recorded by the Officer as indicated in Col. 7 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 immovable property return is a mandatory pre-requisite while considering the recommendation of the Assessment Committee in respect of the

Technical Personnel for approval. Vide Council's letter No.39-8/2011-Vig. Dated 22nd May, 2012, it was indicated that vigilance clearance can be denied to an officer on account of non-submission of annual immovable property return.

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 for the period ended 31.08.2013 are left out, the same may be included and discrepancies, if any noticed, brought to the notice of this office immediately.

The proforma duly completed in all respects may be forwarded to this office latest by 10.04.2014 under confidential cover.

Yours faithfully,

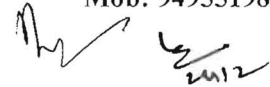


(Suresh Kumar)

Chief Administrative Officer

Ph: 04994-232570(Telefax)

Mob: 9495519800



Encl: as above.

Copy to:

1. The PC(Palms)
2. The HD (Social Science)
3. The HD (PB & PHT)
4. The HD (Crop Improvement)
5. The HD (Crop Production)
6. The HD (Crop Protection)
7. Programme Coordinator , KVK, CPCRI, Kasaragod
8. The Officer-in-Charge (Vehicles)
9. Confidential Section
10. Secretary (Staff Side) Institute Joint Council, CPCRI, Kasaragod.
11. The Member (CJSC Staff Side), CPCRI Regional Station, Kayamkulam.

The enclosed Assessment form may please be distributed to the concerned staff and the same duly completed in all aspects returned to Confidential Section positively by 10.04.2014.

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**LIST OF TECHNICAL PERSONNEL DUE FOR CONSIDERING FIVE/SEVEN/TEN/SUPPLEMENTARY ASSESSMENT AS ON
31.08.2013 COVERED UNDER New TSR**

Sl. No	Name & Designation	Station	Period of Assessment	Five/Seven/Ten Yearly or Supplementary	Functional group	Reviewer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Sh. P. Ravindran Senior Tech. Officer	Kasaragod	01.01.2008 to 31.12.2012	Five yearly	Cat-III (Field/Farm)	Senior Scientist (Entomology) / HD(Crop Protection)	Eligible to be considered for promotion to Asst. Chief Technical Officer
2	Smt. Saritha Hegde, Chief Tech. Officer	KVK, Kasaragod	07.04.2008 to 06.04.2013	Five yearly	Cat-III (Field/Farm)	Programme Coordinator KVK / Director	Eligible to be considered for grant of advance increment
3	Sh. AR Padmanabha Naik, Technician	Kasaragod	16.07.2008 to 15.07.2013	Five Yearly	Cat- I(Field/Farm)	Pr. Scientist (Gen)/HD (CI)	Eligible to be considered for promotion to Senior Technician.
4	Sh. Mohammed Basheer, Asst Chief Tech. Officer	Kasaragod	01.07.2006 to 30.06.2013	Seven yearly	Cat-III (Lab Tech)	Scientist(Plant Pathology/ HD (Crop Protection)	Eligible to be considered for promotion to Chief Technical Officer
5	Sh. Jinu Sivadasan Sr. Technician	Kayamkulam	10.03.2002 to 09.03.2012 + period ending 09.03.2013	Ten yearly + Supplementar y period	Cat-I& II(F/F Tech)	Head, Kayamkulam	Eligibility to be considered for promotion to Technical Assistant
6	Sh. R. Vijayan Sr. Technician (Driver)	Kayamkulam	30.04.2008 to 29.04.2013	Five yearly	Cat-I&II (Workshop)	Officer Incharge (Vehicles)/Head , Kayamkulam	Eligible to be considered for promotion to Technical Assistant
7	Sh. Balen Kalita Sr. Tech. Asst.	Kahikuchi	01.01.2008 to 31.12.2012	Five yearly	Cat-I&II (F/F Tech)	Si/c, Kahikuchi /Contact Officer /Director	Eligible to be considered for promotion to Tech. Officer.


Chief Administrative Officer