

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Kasaragod – 671 124.

F.No.4(124)/2011-Estt.I

Dated 09.05.2014

OFFICE ORDER

Ref: (1) This office order No.7(28)B/2012-Estt.I dated 17.11.2012 & 02.07.2013

Consequent to joining of Sh. B. Sathish to the post of Administrative Officer at this Institute on 07.04.2014(AN), Director has been pleased to distribute the works of administrative sections among the Administrative Officers as enumerated below:

1. Sh. B. Sathish, Administrative Officer will be overall incharge of Establishment-I, Establishment-II & Estate sections. All the files and other official matters pertaining to these sections shall be routed by the concerned AAOs through him. He will report to CAO/Director.
2. Sh. KM Jayarama Naik, Administrative Officer will be overall incharge of Stores and Bills sections. All the files and other official matters pertaining to these sections shall be routed by the concerned AAOs through him. He will report to CAO/Director.
3. The RTI&APAR Cell (formerly Confidential Section) and Hindi Cell shall continued to be under the direct control of the Chief Administrative Officer as hitherto.

These orders shall come into force with immediate effect and until further orders. The office orders referred to above stands modified to this extent.

This is issued with the approval of the Director.


Acting Chief Administrative Officer

Distribution:

1. Sh. B. Sathish, Administrative Officer , CPCRI, Kasaragod.
2. Sri. KM Jayarama Naik, Administrative Officer , CPCRI, Kasaragod
3. The Finance & Accounts Officer, CPCRI, Kasaragod
4. The Project Coordinator (Palms) / All the Heads of Divisions, CPCRI, Kasaragod
5. CPCRI, Kasaragod
6. All the Regional Stations/Research Centre/KVKs under CPCRI, Kasaragod.
7. The Asst. Fin. & Accounts Officer, CPCRI Regional Station, Kayamkulam/Vittal.
8. The AAO (Stores/Estt.II/Estate/Bills), CPCRI, Kasaragod
9. PS to Director/ PA to CAO/RTI&APAR Cell/PME Cell/Hindi Cell/Library/Farm Section/ARIS Cell/KVK
10. The Secretary (Staff Side) IJSC, CPCRI, Kasaragod / Hon. Secretary, CPCRI Departmental Canteen.
11. Notice Boards/Copy for uploading in the Institute website.