

## CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Kasaragod – 671 124.

F.No.7 (28) B/2011-Estt.I

Dated 17.11.2012

**OFFICE ORDER**

Ref: (1) This Office Order of even number dated 12.10.2012  
 (2) Office Order No.4(13)/2008-Estt. (Vol.XXV) dated 08.11.2012

In modification to the office order referred to the (1) above, the Director, CPCRI, Kasaragod has been pleased to allocate the following official duties to the Officers of the Administrative Cadre of CPCRI as mentioned against each with immediate effect and until further orders.

Shri. Suresh Kumar, Chief Administrative Officer & Head of Office will be the overall In-charge of all the Administrative Sections of CPCRI and second signatory in the official cheques of the Institute. He will be the Officer-in-Charge of Confidential and Hindi sections also.

Sl. No.	Name & Designation of the Officer	Duties assigned to the Officers
1	Shri. KM Jayarama Naik, Admn. Officer	1. He will supervise the works of all the Administrative Sections of CPCRI, Kasaragod 2. He will perform any other duties assigned to him by the Chief Administrative Officer /Director
2.	Shri. TE Janardhanan, AAO	1. He will perform the duties of the In-charge of the Store Section. 2. He will perform any other duties assigned to him by the Chief Administrative Officer /Director
3.	Shri. KV Kunhikannan, AAO	1. He will perform the duties of the In-charge of the Establishment-I Section. 2. He will perform any other duties assigned to him by the Chief Administrative Officer / Director.
4.	Smt. M. Padmini, AAO	1. She will perform the duties of the DDO of the Institute and In-charge of the Bill Section. 2. She will perform any other duties assigned to her by the Chief Administrative Officer / Director.
5.	Smt. MV Balamani, AAO	1. She will perform the duties in the Audit & Accounts Section. 2. She will perform any other duties assigned to her by the Finance & Accounts Section / Director.
6.	Shri. KS Ramakrishna, AAO	1. He will perform the duties of the In-charge of the Establishment-II Section / Guest Houses. He will also perform the duties of the Record Officer of the Institute. 2. He will perform any other duties assigned to him by the Chief Administrative Officer / Director.
7.	Smt. CH Usharani, AAO	1. She will perform the duties of the In-charge of the Estate Section. 2. She will perform any other duties assigned to her by the Chief Administrative Officer / Director.

In the absence of Shri. Suresh Kumar, Chief Administrative Officer on leave / official tour etc., Shri. KM Jayarama Naik, AO / Shri. TE Janardhanan, AAO / Shri. KV Kunhikannan, AAO / Smt. M. Padmini, AAO / Shri. KS Ramakrishna, AAO / Smt. CH Usharani, AAO will look after the current duties of Head of Office in the order of seniority and availability, and shall use the designation as Acting Chief Administrative Officer and sign the official cheques of the Institute as second signatory.

In the absence of the In-charge of the Administrative Sections on leave /official tour etc., the following substitute arrangements are made:

Section	Incharge of Section	Substitute arrangements in the absence of Incharge of Section concerned		
Administration	Administrative Officer	TE Janardhanan, AAO	KV Kunhikannan, AAO	M. Padmini, AAO
Stores	TE Janardhanan, AAO	AO	M. Padmini, AAO	KS Ramakrishna, AAO
Establishment-I	KV Kunhikannan, AAO	AO	TE Janardhanan, AAO	M. Padmini, AAO
Bills & DDO	M. Padmini, AAO	AO	KV Kunhikannan, AAO	KS Ramakrishna, AAO
Establishment-II	KS Ramakrishna, AAO	AO	KV Kunhikannan, AAO	CH Usharani, AAO
Estate	CH Usharani, AAO	AO	TE Janardhanan, AAO	KV Kunhikannan, AAO
Audit & Accounts	TDS Prakash, F&AO	MV Balamani, AAO	TE Janardhanan, AAO	KV Kunhikannan, AAO

All the files / proposals / papers / documents of all the Administrative Sections of the Institute will invariably be routed through the Administrative Officer and Chief Administrative Officer/Head of Office.

This issues with the approval of the Director.

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

**Distribution:**

1. All the Officers of the Administrative/Accounts Cadre concerned at CPCRI, Kasaragod (by name)
2. The Project Coordinator (Palms), CPCRI, Kasaragod
3. All the Heads of Divisions/Acting Head of Division, CPCRI, Kasaragod
4. The Programme Coordinator, KVK, Kasaragod under CPCRI, Kasaragod
5. PS to Director/ PA to CAO/Confidential/PME Cell/Library/Farm Section/ARIS Cell
6. The Secretary (Staff Side) IJSC, CPCRI, Kasaragod / Hon. Secretary, CPCRI Departmental Canteen.