



## CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)  
KASARAGOD - 671 124, KERALA, INDIA



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Date: 19.11.2012

## OFFICE ORDER

Director, CPCRI, Kasaragod has been pleased to nominate Shri Mohammed Basheer B.M., T(7-8), Technical Officer of this Institute as Hon. Secretary of CPCRI Departmental Canteen in place of Shri V.K. Damodaran, T(7-8) Technical Officer who is due to retire from Council's service on attaining the age of superannuation on the afternoon of 30.11.2012.

Accordingly, Shri Mohammed Basheer B.M, T(7-8), Technical Officer shall take over the charge of Hon. Secretary, CPCRI Departmental Canteen from Shri V.K. Damodaran, T(7-8), Technical Officer immediately and perform the duties of Hon. Secretary in the CPCRI Departmental Canteen, in addition to his normal work without any additional remuneration.

The handing over/taken over charge may be intimated to the office for further necessary action.

(Jayarama Naik K.M)

Administrative Officer &amp;

Chief Administrative Officer i/c

Copy to:

1. Shri V.K. Damodaran, T(7-8), Technical Officer & Hon. Secretary, CPCRI, Kasaragod-through proper channel
2. Shri Mohammed Basheer B.M, T(7-8), Technical Officer, CPCRI, Kasaragod-through proper channel.
3. The PC(Palms), CPCRI, Kasaragod
4. The HOD (Crop Improvement/Crop Production/Crop Protection/PB & PHT/Social Science), CPCRI, Kasaragod.
5. The CAO/AO, CPCRI, Kasaragod
6. The Finance & Accounts Officer, CPCRI, Kasaragod
7. The Programme Co-Ordinator, KVK, CPCRI, Kasaragod
8. The Asst. Administrative Officer(Estt-I/II/Store/Estate/Bills/Accounts), CPCRI, Kasaragod
9. The Manger i/c, CPCRI, Dept. Canteen, CPCRI, Kasaragod
10. Constitution of Committee file/Section Change file
11. PME/Confidential/Library, Cashier, CPCRI, Kasaragod
12. The Secretary, Staff Side(IJSC), CPCRI, Kasaragod
13. The Technical Officer, i/c of Instt. web-site, CPCRI, Kasaragod
14. Guard file