

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Kasaragod – 671 124, KERALA.

F.No.7 (28) B/2012-Estt. (11082)

19 October 2013

OFFICE ORDER

Based on the recommendation of the meeting of the HDs' and senior officers at CPCRI, Kasaragod held on 03.10.2013, the following working arrangements in the Administration are ordered with immediate effect and until further orders:

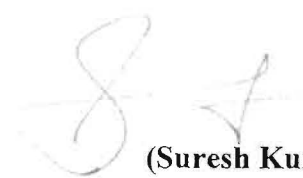
- Sh. Paulson Sam George, UDC presently working in Bill Section is posted to Estate Section.
- The files dealt by Sh. Paulson Sam George shall be distributed between Smt. Preethi K., UDC and Smt. TR Remya, LDC in the Bill Section.
- The duties related to night duty allowance & reimbursement of cost of newspapers shall be entrusted to Sh. Ratan Singh, LDC(Diarist).

Apart from the above, Sh. K.T. Unni, Personal Assistant, presently attached to Confidential Section shall takeover the following files from Estt.I Section, additionally:

1. IJSC/CJSC related files.
2. HDs' meeting/Administrative meeting files
3. Grievance Committee file
4. IMC meeting file
5. RTI Act, 2005 related files

Additional duties entrusted to Sh. K. T. Unni, Personal Assistant, in the Estate Section vide this office order of even number dated 15.06.2013 is hereby withdrawn.

This issues with the approval of the Director.


(Suresh Kumar)
Chief Administrative Officer

Distribution:

1. Sh. Paulson Sam George, UDC/Smt. Preethi K., UDC/Smt. Remya TR., LDC/ Sh. Ratan Singh, LDC, CPCRI, Kasaragod – thru' proper channel.
2. Sh. K.T. Unni, Personal Assistant, Confidential Section, CPCRI, Kasaragod – thru' proper channel.
3. PC (Palms) / HD(SS) / HD(PB&PHT)/ HD(Crop Improvement)/Acting HD(Crop Production) / Acting HD(Crop Protection), CPCRI, Kasaragod
4. AAO (Stores / Bills / Estate / Estt.II), CPCRI, Kasaragod
5. Senior Finance & Accounts Officer, CPCRI, Kasaragod
6. PS to Director/ PA to CAO/Confidential/PME Cell / Library.