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## CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

### OFFICE ORDER

Consequent upon the transfer of Shri. K.P.S. Gautam, Senior Administrative Officer to I.A.S.R.I, New Delhi vide Council's Office Order No.F.No.5-1/2011-Estt.I dated 3<sup>rd</sup> April 2012, his relieving of his duties from CPCRI, Kasaragod w.e.f. the afternoon of dated 10.04.2012 and in supersession of all the previous orders on the subject, the Director, CPCRI, Kasaragod has been pleased to decide that Shri.K.P.S. Gautam, Senior Administrative Officer will hand over the charge of the Head of Office/Senior Administrative Officer to Shri.Jayarama Naik K.M. Administrative Officer, with immediate effect.

Shri.K.M.Jayarama Naik, Administrative Officer will perform the duties of Head of the Office/Senior Administrative officer in-charge of the CPCRI, Kasaragod, in addition to his normal duties without any additional remuneration as detailed below.

1. Shri.Jayarama Naik K.M. Administrative Officer is declared as Head of Office of CPCRI, Kasaragod and he will use the designation as Senior Administrative officer in-charge and sign the cheques of the Institute as second signatory with immediate effect and until further orders.

2. Shri.Jayarama Naik K.M. Administrative Officer, will take over the charge of Head of Office/Senior Administrative Officer from Shri. K.P.S. Gautam, Senior Administrative officer with immediate effect.

DIRECTOR

#### Copy to:

1. Shri.KPS Gautam, Senior Administrative officer, CPCRI, Kasaragod
2. Shri.Jayarama Naik, K.M. Administrative officer, CPCRI, Kasaragod
3. The Project Co-Ordinator (Palms), CPCRI, Kasaragod
4. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
5. The Heads/SIC, CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
6. The Senior Administrative Officer, CPCRI, Kasaragod
7. The Senior Finance & Accounts officer, CPCRI, Kasaragod
8. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
9. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
10. Scientist in-charge, PME/Confidential Section/Library/ARIS Cell/Hindi Cell, CPCRI, Kasaragod
11. Programme Coordinator, KVK, Kasaragod/Kayangulam
12. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
13. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
14. Guard file