



केन्द्रीय रोपण फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद्)

कासरगोड, केरल - 671124 भारत

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

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Date: 25.05.2012

OFFICE ORDER

As per the decisions taken in the meeting of the Head of Divisions held on 24.05.2012 and in supersession of all the previous orders and in the interest of the smooth functioning of the official works of the Institute, the Director, C.P.C.R.I., 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:

Sl. No.	Name & Designation of the Officer	Duties Assigned to them
1.	Sh. K.M. Jayarama Naik, A.O.	<ol style="list-style-type: none">1. He will perform the duties of the overall Incharge of the Establishment-I & II Sections of the Institute.2. He will perform the duties of the Record Officer of the CPCRI.3. He will perform the duties of the 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.4. He will perform the duties of the Incharge of Stores section of the Institute in the absence of Sh. G.A.M. Muthu, AAO (Stores).5. He will perform the duties of the Incharge of Estate section of the Institute.6. He will perform the duties of the DDO and Incharge of Bill Section of the Institute in the absence of Smt. M.V. Balamani, DDO & AAO (Bills). He will perform the duties of the Incharge, Guest House in the absence of Sh. P.K. Shai, AAO (Estt.II) & Incharge Guest House.
2.	Sh. G.A.M. MUTHU A.A.O. (Stores)	<ol style="list-style-type: none">1. He will perform the duties of the Incharge of the Stores Section and Hindi Section of the Institute.2. He will perform the duties of the Head of Office of CPCRI Kasaragod and he will use the designation as Administrative Officer-in-Charge and sign the cheques of the Institute as Second signatory in the absence of Sh. K.M. Jayarama Naik, A.O.3. He will perform the duties of the Incharge of SFAO, Finance & Accounts section and sign the cheques of the Institute as first signatory in the absence of Sh. P. Bala Brahmaiah, SFAO.4. He will perform the duties of the Incharge of Estate section of the Institute in the absence of Sh. K.M. Jayarama Naik, A.O. and Smt. M. Padmini, AAO (Estate).5. He will perform the duties of the DDO and Incharge of Bills section of the Institute in the absence of Smt. M.V. Balamani, AAO (Bills) and Sh. K.M. Jayarama Naik, A.O.6. He will perform the duties of the Incharge, Guest House in the absence of Sh. P.K. Shai, AAO (Estt.II) and Sh. K.M. Jayarama Naik, A.O.

Sl. No.	Name & Designation of the Officer	Duties Assigned to them
3.	Sh. K.V. Kunhikannan A.A.O. (Estt. I)	<ol style="list-style-type: none"> 1. He will perform the duties of the Incharge of the AAO in the Establishment-I section of the institute. 2. He will perform the duties of the Head of Office of CPCRI Kasaragod and he will use the designation as Administrative Officer-in-Charge and sign the cheques of the Institute as Second signatory in the absence of Sh. K.M. Jayarama Naik, A.O. and Sh. G.A.M. Muthu, AAO (Stores). 3. He will perform the duties of the AAO in the Establishment-II section of the Institute in the absence of Shri. P.K. Shai, AAO (Estt.II). 4. He will perform the duties of the DDO and Incharge of the Bills section in the absence of Smt. M.V. Balamani, AAO (Bills), Sh. K.M. Jayarama Naik, A. and Sh. G.A.M. Muthu, AAO (Stores) of the Institute. 5. He will perform any other duties assigned to him by the Competent Authority.
4.	Sh. P.K. Shai A.A.O. (Estt.II)	<ol style="list-style-type: none"> 1. He will perform the duties of the Incharge of AAO in the Establishment-II section of the Institute. 2. He will perform the duties of the Incharge of the Guest House of the Institute. 3. He will perform the duties of the Incharge of SFAO, Finance & Accounts section and sign the cheques of the Institute as first signatory in the absence of Sh. P. Bala Brahmaiah, SFAO and Sh. G.A.M. Muthu, AAO (Stores). 4. He will perform the duties of the AAO in the Establishment-I section in the absence of Sh. K.V. Kunhikannan, AAO (Estt-I) of the Institute. 5. He will perform the duties of the Incharge of the Stores section in the absence of Sh. G.A.M. Muthu, AAO (Stores), Sh. K.M. Jayarama Naik, A.O and Smt. M. Padmini, AAO (Estate) of the Institute.
5.	Smt. M. Padmini AAO (Estate)	<ol style="list-style-type: none"> 1. She will perform her duties of the Incharge of AAO in the Estate section of the Institute. 2. She will perform the duties of the Head of Office of CPCRI Kasaragod and she will use the designation as Administrative Officer-in-Charge and sign the cheques of the Institute as Second signatory in the absence of Sh. K.M. Jayarama Naik, A.O., Sh. G.A.M. Muthu, AAO (Stores) and Sh. K.V. Kunhikannan, AAO (Estt.I). 3. She will perform the duties of the Incharge of SFAO, Finance & Accounts section and sign the cheques of the Institute as first signatory in the absence of Sh. P. Bala Brahmaiah, SFAO, Sh. G.A.M. Muthu, AAO (Stores) & Sh. P.K. Shai, AAO (Estt.II). 4. She will perform the duties of the Incharge, Guest House in the absence of Sh. P.K. Shai, AAO (Estt.II), Sh. K.M. Jayarama Naik, A.O. and Sh. G.A.M. Muthu, AAO (Stores). 5. She will perform the duties of the Incharge of the Stores section in the absence of Sh. G.A.M. Muthu, AAO (Stores), Sh. K.M. Jayarama Naik, A.O of the Institute. 6. She will perform any other duties assigned to him by the Competent authority.

Sl. No.	Name & Designation of the Officer	Duties Assigned to them
6.	Smt. M.V. Balamani DDO & A.A.O. (Bills)	<ol style="list-style-type: none"> 1. She will perform the duties of the DDO and Incharge of the Bills Section of the Institute. 2. She will perform the duties of the Incharge of the Stores section of the Institute in the absence of Shri. G.A.M. Muthu, AAO (Stores) and Sh. K.M. Jayarama Naik, A.O., Smt. M. Padmini, AAO (Estate) and Sh. P.K. Shai, AAO (Estt.II) 3. She will perform the duties of the Incharge of the Estate section of the Institute in the absence of Sh. K.M. Jayarama Naik, A.O., Smt. M. Padmini, AAO (Estate), and Sh. G.A.M. Muthu, AAO (Stores). 4. She will perform any other duties assigned to her by the Competent authority.

All the files / proposals / papers / documents of all the Administrative sections of the Institute will be routed through the Sr.A.O. I/c./ Head of Office.

All the concerned officers will complete the process of handing over and taking over of their charges, etc. on priority basis under intimation to the undersigned.

This issues with the approval of the Director, CPCRI, Kasaragod.


 (K.M. JAYARAMA NAIK)
 Senior Administrative Officer I/C.

Distribution:

1. The Director, CPCRI, Kasaragod
2. All the Concerned Officers of the Administrative Cadre (by name), CPCRI, Kasaragod
3. The Project Coordinator (Palms), CPCRI, Kasaragod
4. The Head, Crop Improvement / Crop Production / Crop Protection / Social Science / PB & PHT, CPCRI, Kasaragod
5. The Head, CPCRI, RS, Kayamkulam / Vittal / Lakshadweep
6. The S.I.C., CPCRI, RC, Kahikuchi / Mohitnagar / Kidu
7. The Programme Coordinator, KVK, Kasaragod / Kayamkulam
8. The S.I.C., PME, CPCRI, Kasaragod
9. The SAO / SFAO / AAO (Stores / Estt.-I / Estt.-II / Bills/Estate), CPCRI, Kasaragod
10. PS to Director / PA to Sr. Admn. Officer, CPCRI, Kasaragod
11. The Secretary, IJSC (Official / Staff side), CPCRI, Kasaragod
12. Confidential Section / Library / ARIS Cell / Farm Section, CPCRI, Kasaragod
13. All the Notice Board, CPCRI, Kasaragod

SA03