



केन्द्रीय रोपण फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद्)

कासरगोड, केरल - 671124 भारत

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



Phone: 04994 - 232893, 232894, 232895 & 232996; Fax: 04994-232322

Email: cpcri@nic.in; cpcri@yahoo.com

Grams: 'RESEARCH' Kasaragod; Website: <http://cpcri.gov.in/>

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### OFFICE ORDER

As per the decisions taken in the meeting of the Head of Divisions held on 18.06.2012 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.                | <ul style="list-style-type: none"> <li>He will perform the duties of the overall Incharge of the Administration Section of the Institute.</li> <li>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.</li> <li>He will perform the duties of the Incharge of the Confidential Section of the Institute.</li> </ul> |
| 2.      | Sh. G.A.M. MUTHU A.A.O. (Stores)            | <ul style="list-style-type: none"> <li>He will perform the duties of the Incharge of the Stores Section and Hindi Section of the Institute.</li> </ul>   |
| 3.      | Sh. K.V. Kunhikannan A.A.O. (Establishment) | <ul style="list-style-type: none"> <li>He will perform the duties of the Incharge of the Establishment section of the institute.</li> </ul>  |
| 5.      | Sh. K.S. Ramakrishnan AAO (Estate)          | <ul style="list-style-type: none"> <li>He will perform the duties of the Incharge of the Estate section, Guest house and Record Officer of the Institute.</li> </ul>   |
| 6.      | Smt. M. Padmini DDO & A.A.O. (Bills)        | <ul style="list-style-type: none"> <li>She will perform the duties of the DDO and Incharge of the Bills Section of the Institute.</li> </ul>   |
| 7.      | Smt. M. V. Balamani AAO (Accounts)          | <ul style="list-style-type: none"> <li>She will perform the duties in the Audit &amp; Accounts Section of the Institute</li> </ul>   |

In the absence of the Incharge of the Sections, following officer will perform the duties as given below:

| Section         | Incharge of Section | In the absence of Incharge of the Section |                   |                   |
|-----------------|---------------------|---|-------------------|-------------------|
|                 |                     | I   | II                | III               |
| Admn. Officer   | Jayarama Naik, K.M. | G.A. M. Muthu                             | K.V. Kunhikannan  | M. Padmini        |
| Stores          | G.A. M. Muthu       | A.O.                                      | M. Padmini        | K.S. Ramakrishnan |
| Establishment   | K.V. Kunhikannan    | A.O.                                      | G.A. M. Muthu     | M. Padmini        |
| Estate          | K.S. Ramakrishnan   | A.O.                                      | M. Padmini        | -                 |
| Bills / DDO     | M. Padmini          | K.V. Kunhikannan                          | K.S. Ramakrishnan | -                 |
| Guest House     | K.S. Ramakrishnan   | K.V. Kunhikannan                          | M. Padmini        | G.A.M. Muthu      |
| Fin. & Accounts | P. Bala Brahmaiah   | M.V. Balamani                             | G.A.M. Muthu      | K.S. Ramakrishnan |
| AAO (Accounts)  | M.V. Balamani       | -   | -                 | -                 |

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