



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़ - 671124, केरल, भारत



**ICAR-Central Plantation Crops Research Institute**  
Kasaragod - 671124, Kerala, India  
(An ISO 9001:2015 Certified Institution)



E.F.No.4(9)admn.meeting/2024-Estt.

Date.09.05.2024

**CIRCULAR**

The Annual Administrative Meeting shall be convened after the plenary session of the Annual Institute Research Council Meeting at 2.30 PM on 17.05.2024, in the DJ Building of this Institute. The Project Coordinator (Palms)/All the Head of Division/Head of Stations/Head (KVK)/Scientist in-charge of Research Centre/all Administrative Officer/Accounts Officers are requested to attend the meeting as per schedule. They are also requested to submit new agenda items, if any, to this Office latest by 14<sup>th</sup> May 2024. Further a softcopy of the same may also be sent by mail-establishment.cpcri@icar.gov.in.

A pre-meeting of all the Administrative Officers and Accounts Officers will be held on 17.05.2024 at 11.15 AM under the Chairmanship of Senior Administrative Officer in the new Committee room of this Institute for finalizing the agenda items pertaining to the Administrative matter

(Pradeep Kumar Vasu)  
Asst. Administrative Officer (Estt.)

**Distribution:**

The Project Coordinator (Palms), ICAR-CPCRI, Kasaragod

All HoDs, ICAR-CPCRI, Kasaragod.

The Head, ICAR-CPCRI, Regional Station, Vittal/Kayamkulam

The Scientist In-charge, ICAR-CPCRI Research Centre, Kidu/Mohitnagar/Kahikuchi

The Head, KVK, Kasaragod/Kayamkulam

The Chief Finance & Accounts Officer, ICAR-CPCRI, Kasaragod

The Senior Administrative Officer, ICAR-CPCRI, Kasaragod.

The Administrative Officer, ICAR-CPCRI, Kasaragod

The Asst Admn Officer (Estt/C&B/P&IM/E&M/F&A), ICAR-CPCRI, Kasaragod

PS to Director, ICAR-CPCRI, Kasaragod

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