



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड - 671124, केरल, भारत  
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Date 01.01.2022

**OFFICE ORDER**

Sub: Interim arrangements in Administration and Finance & Accounts during the leave/tour period of the regular incharge--reg.

In Suppression of earlier order in this regard, the following substitute arrangements, in order of availability of officers, are made in the Administrative Sections and Finance & Accounts during the period of leave/official tour etc., in respect of the regular incharges of the section concerned:

Regular Incharge of Administrative/ Finance wing	Substitute arrangements in the absence of regular In-charge of the Administrative/Finance wing, in order of availability of officers				
Sh. Hareesh Nair, CAO	Smt. Jenny CM, AO	Shri P Krishna Kumar	Sh. Pradeepkumar Vasu, AAO(Estt)	Sh. KR Nithianandan, AAO(Bills)	Sh. A Neil Vincer, AAO(Estate)
Smt. Jessymol Antony, FAO	Smt. M. Reetha, AAO	Sh. Pradeepkumar Vasu, AAO(Estt.)	--	--	--
Smt. Jenny CM, AO	Shri P Krishna Kumar, AO	Sh. Pradeepkumar Vasu, AAO(Estt.)	Sh. KR Nithianandan, AAO (Bills)	Sh. A Neil Vincer, AAO	--
Shri P Krishna Kumar, AO	Smt. Jenny CM, AO	Sh. Pradeepkumar Vasu, AAO(Estt.)	Sh. KR Nithianandan, AAO (Bills)	Sh. A Neil Vincer, AAO	
Sh. Pradeepkumar Vasu, AAO(Estt.)	Sh. A Neil Vincer, AAO	Sh. KR Nithianandan, AAO (Bills)	--	--	--
Sh. KR Nithianandan, AAO (Bills)	Sh. A Neil Vincer, AAO	Sh. Pradeepkumar Vasu, AAO(Estt.)	--	---	--
Sh. A Neil Vincer, AAO	Sh. Pradeepkumar Vasu, AAO(Estt.)	Sh. KR Nithianandan, AAO (Bills)	--	--	--
Sri TN Vidyadharan, Assistant & I/c (Stores)	Sh. Pradeepkumar Vasu, AAO(Estt.)	Sh. KR Nithianandan, AAO (Bills)	Sh. A Neil Vincer, AAO	---	--

In addition of the above, it has been also decided to shift pension processing from Establishment Section to Bills Section under DDO and Shri Thomas PM, Assistant will look after this responsibility. Further, as and when service books are required for processing the pension cases of Hqrs, the same will be made available by the Establishment Section.

These orders shall come into existence with immediate effect.

This issues with the approval of the Director.

Digitally Signed by Pradeep

Kumar Vasu

Date: 01-01-2022 16:50:50

Pradeep Vasu

Asst. Administrative Officer(Estt.)

**Distribution:**

1. All the Officers of the Administrative/Accounts Cadre concerned at CPCRI, Kasaragod (by name)
2. Shri Thomas PM, Assistant, CPCRI, Kasaragod. (Through proper channel)
3. The Acting Project Coordinator (Palms), CPCRI, Kasaragod
4. All Acting Head of Divisions, CPCRI, Kasaragod
5. PS to Director/RTI&APAR Cell/PME Cell/Library/Farm Section/AKMU/Hindi Cell
6. Administrator (e-Office), CPCRI, Kasaragod.