



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)



F.No.7(28)B/2022-Estt.

Dated 23.09.2024

### **OFFICE ORDER**

Based on the recommendations of the meeting held on 20<sup>th</sup> September, 2024 and in order to streamline the working of administration and accounts of the CPCRI Headquarters, Regional Stations and Research Centres more effectively, the Competent Authority of this Institute has been pleased to order the interim arrangements as follows:

| <b>Sl. No.</b> | <b>Re-shuffling of Administrative Staff</b>  | <b>In-charges of Section and staff attached</b>  | <b>In absence of regular Section officer</b>   |
|----------------|--|--|--|
| 1.             | <b>Head of office</b><br>The e-office files / receipts from HQ & In-charge, CPCRI RC Mohitnagar & Officer-in-Charge (Vehicle) (in absence of AAOs, files will be routed to SAO for HQ, Regional stations & Research Centres) | Sh. RN Subramanian, SAO  | Sh. P. Krishnakumar, Admn. Officer/<br><br>Sh. M. Ravindran, AAO / A. Neil Vincer, AAO |
| 2.             | Regional Station, Kayamkulam (Head of Office)  | Sh. Pradeep Kumar Vasu, AAO  |  |
| 3.             | <b>Establishment Section</b><br>& Section Officer of CPCRI RC, Kahikuchi (The RTI & APAR section will be with the AAO (Estt.) henceforth) and the room key will be with SAO.   | Section Officer : A. Neil Vincer, AAO<br><br>Sh. P. Narayana Naik, Asst<br>Smt. K. Preethi, Assistant<br>Sh. Aswin Reghunath, Asst<br>Sh. Kripesh Kumar, SSS | Sh. P. Narayana Naik, Assistant shall assist the AAO                                   |

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| 4. | <b>Drawing &amp; Disbursing Officer</b> & AAO (Bills & Cash) & Section Officer of CPCRI RS, Vittal (The cashier section along with chest box will be with the DDO henceforth) | Section Officer:Sh. P. Krishnakumar, AO<br>Sh. PM Thomas, Assistant<br>Sh. Paulson Sam George, Asst<br>Sh. Pramod Kumar, UDC<br>Sh. Aneesh, SSS<br>YP -1<br>Contract Staff | Sh. PM Thomas, Assistant shall assist the AAO |
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| 5. | <b>Estate Maintenance and Purchase Inventory Management Section</b> and OIC Guest House. Section Officer of CPCRI RC, Kidu  | Section Officer :<br>Sh. M. Ravindran, AAO                      | Smt. Mary AJ, UDC shall assist the AAO      |
|    | <b>Estate Maintenance</b>   | Smt. Mary AJ, UDC<br>Smt. Vanamalini, SSS<br>Contract Staff     |   |
|    | <b>Purchase Inventory Management</b>  | Sh. Praveenraj PR, SSS<br>Smt. Thambai V, SSS<br>Contract Staff | Sh. Praveenraj PR, SSS shall assist the AAO |
| 6  | <b>Finance &amp; Accounts Section</b><br>Overall Planning, timely effective utilization of budget & supervision of Finance & Accounts of Headquarters, RSs, & RCs | Sh. Ram Avtar Parashar, CFAO                                    | Sh. Sasi KK, AF&AO / Sh. Arun NK Raj, AF&AO |
| 7  | Budgeting, Accounting, Fixation of Pay, Vetting of proposals, periodical reports, information to be sent to Council, Payments (TSA & PFMS) and Annual Accounts    | Section Officer :<br>Sh. Sasi KK, AF&AO                         | Sh. Arun NK Raj, AF&AO                      |
| 8  | Pension, Passing of Bills, Cash book maintenance  | Sh. Arun NK Raj, AF&AO  | Sh. Sasi KK, AF&AO                          |

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|--|--|--|--|
|  |  | Smt. Sheena Kumari KTK,<br>Asst<br>Sh. Rupa Manikantan, Asst<br>Sh. N. Udayakumar, UDC<br>Contract Staff<br>Contract Staff<br>Contract Staff<br>YP-1<br>YP-1 |  |
|--|--|--|--|

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| 9  | Front Office In-charge  | Sh. S. Manohara,<br>Technical Officer (In addition to his regular Staff Car duties)                              | Smt. K. Narayani, PPS to Director / PME Section |
| 10 | Dispatch & Postal Duty  | Smt. Vanamalini K, SSS   | Sh. K. Sureshan, SSS<br>Sh. Sharath Kumar, SSS  |
| 11 | Assisting in Vehicle Servicing, Repair & Maintenance, Scraping etc. | Sh. Satheeshkumar AV, STA,<br>Sh. Sureshan K, SSS, Sh. Sarath Kumar S, SSS (In addition to their regular duties) |   |

Concerned section in-charges shall make necessary structural arrangement with the existing resources for smooth and effective functioning of the allotted duties without any delay on or before 30<sup>th</sup> September 2024.

Senior Administrative Officer

Distribution : All concerned by name/through proper channel

Copy to:

1. The Project Coordinator(Palms)/All HoDs, ICAR-CPCRI, Kasaragod
2. The Head, CPCRI Regional Station, Kayamkulam/Vittal
3. The Head, ICAR-KVK, CPCRI, Kasaragod/Alappuzha
4. The Scientist-in-charge, CPCRI Research Centre, Kidu/Mohitnagar/Kahikuc
5. PPS to Director/RTI&APAR Cell/Library/AKMU, ICAR-CPCRI, Kasaragod.
6. Admn. E-Office, ICAR-CPCRI, Kasaragod