



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगाँड़ - 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 : 19.08.2024

**OFFICE ORDER**

In partial modification of this office order No.F.8(7)Distri.ofwork(Admn.)/2020-Estt Date 01.01.2022 and based on the decision taken in the meeting of Administrative Officers held on 03.05.2024, the Competent Authority of this Institute is pleased to order the interim arrangements as follows with immediate effect and until further orders:

1. The work related to processing of pension papers is transferred back to Establishment section. The dealing hands maintaining the service book of staff concerned shall be responsible for the processing of pension papers of the staff concerned.
2. Contingent bills of all the sections shall be processed in Cash & Bills section for which copy of the work/supply order along with requisite certificates/documents may be handed over to Cash and Bills section for further processing.

This issues with the approval of the Director

Signed by Subramanian R N

Date: 19-08-2024 15:13:04

Reason: Approved

Senior Administrative Officer

Distribution:

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