

**ICAR-INDIAN INSTITUTE OF SPICES RESEARCH**

**(Indian Council of Agricultural Research)**

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*(ISO 9001 : 2008 Certified Institute)*

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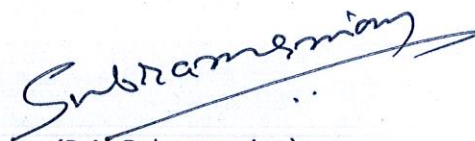
Dated: 21-11-2018.

**OFFICE ORDER**

Director has been ordered to the following working arrangements among Administrative staff with immediate effect until further orders.

Sl.No.	Name and Designation	Present Posting	New Place of Posting
1.	Sri. R.N.Subramanian, Asst.Administrative Officer	Store/Works	DDO/Establishment/Bills/Cash/Despatch
2.	Sri.P.Sundaran, Asst. Administrative Officer	DDO/Establishment/Bills/Cash/Despatch	Stores/Works
3.	Sri.V.C.Sunil, Assistant	Store Section	Establishment Section
4.	Sri.V.V.Sayed Mohammed, Assistant	Establishment	Stores( All Purchase Foreign and Indian)
5.	Mrs.P.V.Sali, PS to Director	PS to Director	In addition to the duties of PS to Director she will look after the duties related to the implementation of ISO 2015
6.	Mr.P.T.Jayaprakash, LDC	Work section	In addition to the duties of Work Section he will be in-charge of Guest House
7.	Mr.P.Rajeev, UDC	Cash Section	In addition to the duties of Cash Section he will look after the stock entry including item numbering & issuing stationary items

Proper handing over/taking over must be done by the concerned before moving to the new place of posting.



(R.N.Subramanian)

Administrative Officer in-charge.

Distribution to:

1. All concerned
2. All Head of Divisions
3. The Head, ICAR-IISR Regional Station, Appangala
4. The Farm Superintendent, Peruvannamuzhi Farm
5. Programme Co-ordinator, KVK, Peruvannamuzhi
6. PS to Director

✓ J. Infante