



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)
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 कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No.19(95)2017-Estt

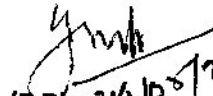
Dated: 26th May, 2020.

OFFICE ORDER


The Competent Authority has ordered the following working arrangements among the administrative staff with immediate effect until further orders.

Sl. No	Name & Designation	Duties assigned
1	Mrs. C.K.Beena, PS to Director	In addition to her assigned duties as PS to Director, she shall look after the maintenance of all Service Books and Personal files of staff of Chelavoor/PMuzhi/KVK and RTI related files.
2	Mrs. M.Seema, UDC	In addition to her assigned duties at Bill Section, she shall process the files pertaining to telephone, water and electricity of Chelavoor, Peruvannamuzhi Farm & KVK (both manual and also in ARISoft)
3	Mr.P.T.Jayaprakash, UDC	In addition to his assigned duties at PME Section, he shall look after the duties of Cashier and dispatch Section.

Proper handing over/taking over must be done by the concerned at the earliest and a report may be submitted to the undersigned.


 (R Dineesh) / 05/2020
 Head (G A)

Distribution among:

1. Mrs. C.K.Beena, P S to Director
2. Mrs.M.Seema, UDC
3. Mr.P. Rajeev, UDC
4. Mr.P.T.Jayaprakash, UDC
5. AAO (Estt)
6. AAO (Stores)
7. Intranet 

कार्यालय अध्यक्ष Head of Office
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