



**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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F. No. 1-9(95)/2017-Estt (Vol.VII)

Dated: 19.10.2020

**OFFICE ORDER**

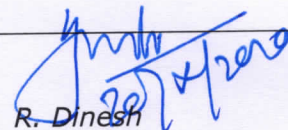
Consequent to the promotion of Shri Sunil V. C as Assistant Administrative Officer and Joining of Shri R. Neela Mega Shyamala Kannan to the post of Personal Assistant, Director is pleased to order the following working arrangements among administrative staff with immediate effect and until further orders. Proper handing over and taking over may be done and the report has to be furnished to the undersigned.

Sl. No	Name & Designation	Present Nature of duties	New Assigned duties
1	Shri P. Muraleedharan Asstt. Admin. Officer	1) Functioning as AO i/c and overall scrutiny of all the files pertaining to Administration including Establishment, Stores, Works, Bills, Cash, Dispatch of Head Quarters, Chelavoor, Regional Station Appangala, Experimental Farm, Peruvannamuzhi, Krishi Vigyan Kendra, Peruvannamuzhi before sending the same to the Competent Authority for approval/sanction etc., 2) Supervision of work in Establishment section, Pension Papers, Recruitment of SRF/JRF/YP/ Engaging Apprentice trainees and related work/Dispatch section. 3) Maintenance of Service Books, Personal Files 4) Processing of Pension cases of all staff of Chelavoor, P. Muzhi and KVK 5) Work as AAO of IISR RS Appangala. 6) Supervision of works in Bills/Cash Section and functioning as DDO.	1) Functioning as AO i/c and overall scrutiny of all the files pertaining to Administration including Establishment, Stores, Works, Bills, Cash, Dispatch including Head Quarters, Chelavoor, Regional Station, Appangala, Experimental Farm, Peruvannamuzhi, Krishi Vigyan Kendra, Peruvannamuzhi before sending the same to the Competent Authority for approval/sanction as AO i/c. 2) Duties of AAO IISR RS Appangala. 3) Supervision of works in Bills/Cash Section and functioning as DDO. 4) Functioning as Transparency officer & Central Public Information officer 5) Any other work as and when assigned by the Controlling Officer



		7) Any other work as and when assigned by the Controlling Officer	
2	Shri V. C. Sunil Asst. Admin. Officer	<p>1. Recruitment of Technical and ministerial staff / Assessment of all scientific and technical staff / Conducting DPC for promotion/probation/confirmation /MACP and related work/Maintenance of APAR /Court cases/ Vigilance /Disciplinary cases/Furnishing reports to Council/Maintenance of rosters.</p> <p>2. Any other work as and when assigned by the Controlling Officer</p>	<p>1. Supervision of the work in Establishment section and Dispatch section.</p> <p>2. Recruitment of Technical and ministerial staff / Assessment of all scientific and technical staff / Conducting DPC for promotion/probation/confirmation/MACP and related work / Maintenance of APAR /Court cases/ Vigilance/ Disciplinary cases/ Furnishing reports to Council / Maintenance of rosters.</p> <p>3. Any other work as and when assigned by the Controlling Officer</p>
3	Smt. C. K. Beena Private Secretary	<p>1. Private Secretary to the Director</p> <p>2. Duties of PME</p> <p>3. Any other works assigned by the Director</p>	1) In addition to the normal allotted duties of Director's office she will have to attend General correspondence of Establishment section.
4	Shri R. Neela Mega Shyamala Kannan  Personal Assistant	-	<p>1. Processing of pay bills / Medical bills / TA&amp;LTC bills/ GPF claim / CEA &amp; Newspaper reimbursement claim in respect of all staff of Chelavoor/Peruvannamuzhi and KVK</p> <p>2. Processing electricity/ telephone/water bills and maintenance of its registers</p> <p>3. Professional tax / fellowship of SRF/JRF / Young Professional etc.</p> <p>4. Processing of Contingent</p>

			<p>advance payment and settlement</p> <p>5. Personal claims</p> <p>6. Any other work as and when assigned by the Controlling Officer</p>
5	Smt. Seema M Upper Division Clerk	<p>1. Processing of pay bills / Medical bills / TA&amp;LTC bills/ GPF claim / CEA &amp; Newspaper reimbursement claim in respect of all staff of Chelavoor/Peruvannamuzhi and KVK</p> <p>2. Processing electricity/ telephone/water bills and maintenance of its registers</p> <p>3. Professional tax / fellowship of SRF/JRF / Young Professional etc.</p> <p>4. Processing of Contingent advance payment and settlement</p> <p>5. Personal claims</p> <p>6. Working as Cashier</p> <p>7. Income Tax calculations and filing of returns for the financial year 2020-21 only</p> <p>8. Processing of Pension cases of all staff of Chelavoor, P. Muzhi and KVK</p> <p>9. Recruitment of JRF/SRF /Young Professionals of schemes/Apprentice trainees</p> <p>10. On behalf of the AAO (E) she will be Custodian of HBA documents &amp; related files</p>	<p>1. Maintenance of Service Books, Personal Files</p> <p>2. Working as Cashier</p> <p>3. Income Tax calculations and filing of returns for the financial year 2020-21 only</p> <p>4. Processing of Pension cases of all staff of Chelavoor, P. Muzhi and KVK</p> <p>5. Recruitment of JRF/SRF / Young Professionals of schemes/Apprentice trainees and Ex-servicemen</p> <p>6. On behalf of the AAO (E) she will be Custodian of HBA documents &amp; related files</p> <p>7. Any other work as and when assigned by the Controlling Officer</p>

  
R. Dinesh

Head (General Administration)

**Distribution to:**

1. All Concerned
2. HoDs / Head i/c RS Appangala / PC KVK / SIC P. Muzhy Farm/ F&AO for information
3. Intranet