



**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. 1-9(95)/2025-Estt.

Dated: 30.04.2025

**OFFICE ORDER**

Mr. K. Jayarajan, Chief Technical Officer, is superannuating on 31.05.2025. Accordingly, the Competent Authority is pleased to make the following working arrangements with effect from 01.06.2025 and until further orders.

Sl. No.	Officials	Duties and Responsibilities
1.	Dr. Sona Charles Scientist	<u>Web and Database</u> <ul style="list-style-type: none"> <li>Maintenance of web servers and DNS server</li> <li>Maintenance of websites and databases:                             <ul style="list-style-type: none"> <li>IISR website (<a href="http://www.spices.res.in">www.spices.res.in</a>, <a href="http://spices.icar.gov.in">spices.icar.gov.in</a>)</li> <li>ABI website, Bioinformatics website, Library site, AICRPS website, ISS website, etc.</li> <li>Intranet (Spicenet)</li> <li>Online tools (Spice FERT, Manak, etc.)</li> <li>Databases: Bioinformatics databases, AgriTitBits, Spice Bibliography, IVMS etc.</li> </ul> </li> <li>Development of new websites, tools, and databases as needed</li> </ul>
2.	Mr. R. Bharathan Chief Technical Officer	<u>Network and Communication Responsibilities</u> <ul style="list-style-type: none"> <li>Technical Officer, Agricultural Knowledge Management Unit (AKMU)</li> <li>CCTV</li> <li>Management of:                             <ul style="list-style-type: none"> <li>Local Area Network (LAN) and VPN</li> <li>Network security</li> <li>Computers and peripherals</li> </ul> </li> <li>Support for:                             <ul style="list-style-type: none"> <li>Online meetings, trainings, and seminars</li> <li>Audio-visual support for meeting</li> </ul> </li> <li>Nodal Officer, National Knowledge Network (NKN)</li> </ul>

3.	Mr. Rakesh M Raghavan Senior Technical Assistant	<u>Library and Information System responsibilities</u> <ul style="list-style-type: none"><li>• Technical Officer, Library (day-to-day library activities, maintenance and updating of KOHA, DSpice, Calibre etc)</li><li>• Nodal Officer, Krishi Portal &amp; Krishi Technology Portal</li><li>• Nodal Officer, ONOS (One Nation One Subscription), CeRA and IRINS</li></ul>
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The above duties are assigned to them in addition to their existing assigned duties, and without any additional remuneration.

  
Senior Administrative Officer

**Distribution**

1. The Individuals concerned.
2. The Project Coordinator (AICRP on Spices), ICAR-IISR, Kozhikode
3. All Heads of Division, ICAR-IISR, Kozhikode
4. The SIC-PME, ICAR-IISR, Kozhikode
5. The Principal Scientist & Head-KVK, Peruvannamuzhi
6. The Head In Charge, ICAR-IISR, Regional Station, Appangala
7. The SIC (Farm) Chelavoor/Peruvannamuzhi
8. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
9. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
10. The Assistant Administrative Officer (Estt./ Works/Stores), ICAR-IISR, Kozhikode
11. The PS to Director, ICAR-IISR, Kozhikode
12. Service Records/personal File
13. Intranet/ Arisoft