



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद- Indian Council of Agricultural Research)
पी .बी .संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,
कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India




F. No. 1-9(95)2020-Estt.

Dated: 08.09.2025

OFFICE ORDER

The Competent Authority is pleased to make following working arrangement in the Administration of ICAR-Indian Institute of Spices Research, Kozhikode with immediate effect and until further orders.

Sl. No.	Name and Designation of the Employee	
1.	Smt. Beena C K Private Secretary	Entrusted with the duties of attestation of leave entries in the Service Book of all categories of staff, in addition to her present assigned duties.
2.	Mr. Amaan Usmani Assistant	Entrusted with the duties of cashier and maintenance of P Loans related files, in addition to his present assigned duties.
3.	Mr. Krishnakumar P C Lower Division Clerk	Entrusted with the responsibility of handling cashier duties during the absence of Mr. Amaan Usmani, Assistant, on leave/tour/training, while continuing to perform his regular duties.


Head of Office

To

1. Smt. Beena C K, Private Secretary, ICAR-IISR, Kozhikode
2. Mr. Amaan Usmani, Assistant, ICAR-IISR, Kozhikode
3. Mr. Krishnakumar P C, LDC, ICAR-IISR, Kozhikode

Distribution:

1. The Project Coordinator (AICRP on Spices), ICAR-IISR, Kozhikode
2. All Heads of Division, ICAR-IISR, Kozhikode
3. The SIC-PME, ICAR-IISR, Kozhikode
4. The Head I/C, ICAR-IISR, Regional Station, Appangala
5. The Principal Scientist & head KVK- Peruvannamuzhi
6. The SIC (Farm) Chelavoor/Peruvannamuzhi
7. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
8. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
9. The (Estt., Works, Stores), ICAR-IISR, Kozhikode
10. The PS to Director, ICAR-IISR, Kozhikode
11. Personal File/Arisoft/Intranet