



F. No.1-9(95)2021-Estt. Vol. IX

Dated: 21.11.2025

OFFICE ORDER

Ref: This office order 1-9(95)2023-Estt. Dated: 20.02.2025

In partial modification to this Institute office order cited above, the Competent Authority is pleased to order that, Mr. Sujeesh E. S, Assistant Chief Technical Officer shall function as Estate Officer in-Charge of ICAR-IISR Kozhikode in place of Mr. Abdul Rasheed T. K, Assistant Administrative Officer.

The duties and responsibilities of the Estate Officer in-Charge are as follows:

- Overseeing the construction works, repair and maintenance works, and general upkeep of all institute buildings, roads, fencing, playgrounds, and land (excluding agricultural and livestock farms).
- Liasoning with CPWD, Nirmithikendra authorities and contractors for monitoring and pursuing progress of Civil and Electrical works
- Ensuring the proper maintenance and functioning of essential utility services, electrical works, plumbing works, water supply, and drainage systems.
- Maintaining and supervising fire safety equipment and systems.
- Monitoring horticultural activities, gardens, and general aesthetics of the campus.
- Looking after the maintenance of machinery (Generators, EPBX, etc.) and vehicles related to estate functions
- Preparing the annual works plan for construction and maintenance activities. He shall initiate all civil and maintenance works by proposing the same through indents.
- Act as Security Officer to plan and supervise security arrangements against fire, theft, and unauthorized entry. This includes managing Security Personnel and issuing gate passes
- Estate Officer shall be the contact person for all Civil and Maintenance work at the Institute.

The above duties are assigned to Mr. Sujeesh E. S, ACTO in addition to his existing responsibilities as ACTO & Farm Superintendent and without any additional remuneration.

This order shall be implemented with immediate effect and shall remain in force until further orders.


Head of Office

Distribution

1. 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 Head I/C, ICAR-IISR, Regional Station, Appangala
6. The Principal Scientist & head KVK- Peruvannamuzhi
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. Personal File/Service Book/Arisoft/Intranet