



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद् - 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: 17.02.2026

OFFICE ORDER

The Competent Authority is pleased to make following working arrangement in the Administration of ICAR-Indian Institute of Spices Research, Kozhikode.

Sl. No.	Name and Designation of the Employee	Duties assigned
1.	Mr. Ajith K S Assistant Administrative Officer	He shall function as Assistant Administrative Officer (Establishment) of this Institute, in addition to his present assigned duties as Assistant Administrative Officer (Bills) and DDO.
2.	Mr. Abdul Rasheed T K Assistant Administrative Officer	He shall function as Assistant Administrative Officer (Works) of this Institute, Office In Charge - Vehicle and Assistant Administrative Officer - Appangala, in addition to his present assigned duties as Record Officer, Assistant Public Information Officer-RTI, Nodal Officer - Biometric Attendance System and Nodal Officer: e-HRMS 2.0.

The above working arrangements shall be effective from 20th February, 2026 onwards and until further orders.


Head of Office

To

1. Mr. Ajith K S, Assistant Administrative Officer, ICAR-IISR, Kozhikode
2. Mr. Abdul Rasheed T K, Assistant Administrative Officer, 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 Principal Scientist & Head-KVK, Peruvannamuzhi
5. The Head In Charge, ICAR-IISR, Regional Station, Appangala
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 AAO(Estt./ Works/Stores), ICAR-IISR, Kozhikode
10. The PS to Director, ICAR-IISR, Kozhikode
11. Service Records/Personal File
12. Intranet/ Arisoft