



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



No.F.9/95-Estt.


Dated 4<sup>th</sup> January 2017

**OFFICE ORDER**

Director has been ordered the following arrangements in Administration & Accounts Sections with immediate effect and until further orders.

1. Administrative Officer shall be the Head of Office.
2. Mr. P Sundaran shall be Asst. Administrative Officer (Establishment) and the Drawing & Disbursing Officer. He will look after Establishment Section / Bills Section / Cash.
3. Mr. R N Subramanian shall be the Asst. Administrative Officer (Stores / Works). He will be the in charge of Stores Section, Works Section and Stock.
4. During the absence of Administrative Officer, the senior most Asst. Administrative Officer will act as Head of Office.
5. During the absence of senior most Asst. Administrative Officer, the next senior most Asst. Administrative Officer shall act as Head of Office.
6. During the absence of Sri. K G Jegadeesan, Finance and Accounts Officer- in-charge due to leave / tour, Mr. K V Pillai, Administrative Officer shall look after the duties of Finance and Accounts Officer. In the absence of both of them, Mr. R N Subramanian, Asst. Administrative Officer (Stores/Works) shall look after the above duties.
7. Mr. K V Pillai, Administrative Officer shall be the Nodal Officer for monitoring the E-tendering activities with the assistance of Mr. V V Sayed Mohammed.

This supersedes all the Orders issued earlier.

  
( K V Pillai )

**Administrative Officer**

Distribution to:

1. All Concerned
2. Project Coordinator (Spices)
3. Head Division of Crop Improvement / Crop Protection
4. Head, ICAR-IISR Regional Station, Appangala
5. Scientist-in-charge, Chelavoor / Peruvannamuzhi
6. Programme Co-ordinator-in-charge, KVK, Peruvannamuzhi
7. The Finance & Accounts Officer i/c
8. PS to Director
9. Bills Section
10. Cashier
11. PME
12. Works / Stores
13. Mr. K Jayarajan, ACTO - Please display in INTRANET

कार्यालय अध्यक्ष Head of Office

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