

INDIAN INSTITUTE OF SPICES RESEARCH

(Indian Council of Agricultural Research)

P.O Marikunnu, Calicut – 673 012

No.F.9/95-Estt.

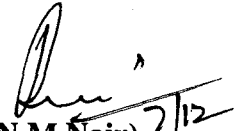
Date : 07-12-2010

OFFICE ORDER

Consequent on the joining of Administrative Officer, the following rearrangements have been made in Administration with immediate effect until further orders.

1. AO will be the Head of Office.
2. Sri. C Venugopalan will be AAO (Establishment) and the Drawing and Disbursing Officer. He will look after Establishment Section/Bills Section/Cash.
3. Sri. R N Subramanian will be AAO (Stores/Works). He will be in charge of Stores Section, Works Section and Stock.
4. During the absence of AO, AAO(Establishment) will act as Head of Office.
5. During the absence of AAO (Establishment), the next AAO will act as Head of Office.

This is issued with the approval of Director.


(P N M Nair) 7/12

Administrative Officer

Distribution to:

1. All concerned
2. PS to Director
3. Project Coordinator (Spices)
4. All Heads of Divisions
5. The Head, IISR CRC, Appangala
6. Scientist-in-charge, Chelavoor / Peruvannamuzhi
7. Programme Co-ordinator-in-charge, KVK, Peruvannamuzhi
8. The Asst. Fin. & Accounts Officer
9. Bills / Stores / Estt. / Cashier / Library / PME
10. Guard File

Estt. No. F-9 (95)-Estt. Dt. 15-12-2010

Copy to: Dr. Santhosh. J. Eapen, Coordinator DISC,
for display in website

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AAO