

INDIAN INSTITUTE OF SPICES RESEARCH
P.O.MARIKUNNU, KOZHIKODE-673 012.

F.No.9/95/Estt.

Date:23-06-2012

OFFICE ORDER

In supersession of all the previous orders, the working of the following technical staff has been made with effect from 25-06-2012 and until further orders.

1. Mr.V.Sivaraman T-5 will look after the duties of Estate Officer. Broadly, his duty includes day-to-day management of Farm Activities including labour management and overall supervision of works at Main Campus, Chelavoor. Mr.E.V.Ravindran will assist him and also attend to the duties mentioned above during leave period of Mr.V.Sivaraman.
2. Mr.K.T. Muhammed T-5 will look after the duties of ATIC under Dr.P.Rajeev, Sr.Scientist(Agrl. Extension), ATIC Manager. He will attend to day-to-day activities of ATIC, maintaining ATIC registers, sale of planting material, attending visitors and phone calls. During his leave period Mr.P.Sadanandan will attend the duties.
3. Mr.N.A.Madhavan T-5 will look after the black pepper planting material production. During his leave period Mr.E.V.Ravindran will attend the work.
4. Mr.K.K.Sasidharan will be the Guest House-in-Charge and also sign in the receipt book maintained in the guest house. During his leave period Mr .K. Krishnadas will look after the duties.

In addition, all the technical staff attached to the farm shall take instructions from Scientist-in-charge.

All the Technical Staff attached to Farm have to submit their Monthly Report to Scientist-in-charge, Farm, hence forth.

This is issued with the approval of the Director, IISR.



For Administrative Officer

✓ Copy to the concerned
Intranet