

F. No. 3(49)/E/84/Admn. I/Vol.III/ 4361

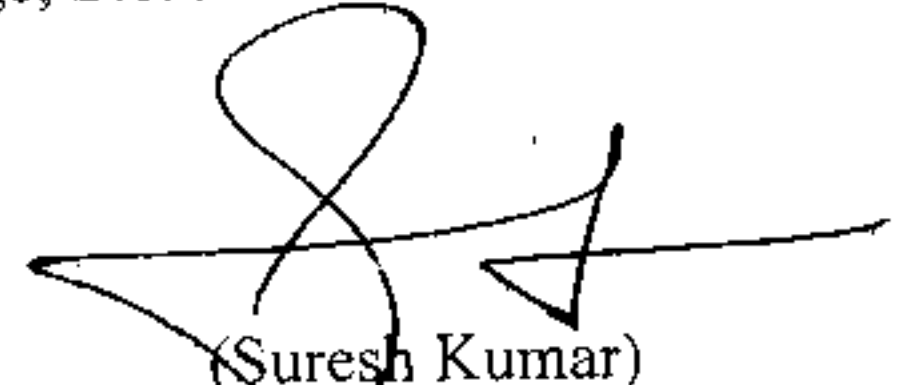
Dated 28.06.2018

OFFICE ORDER

In continuation of Office Order F. No. 3(49)/E/84/Admn.I/Vol.III/ dated 14.06.2018, the Director, CSWRI, Avikanagar has been pleased to decide that during absence of Shri Harshit Agarwal, Administrative Officer & In charge, Store & Purchase Section from headquarter on short-term/long-term basis on Casual Leave/Leave Tour etc., Shri Neeraj Tanwar, Administrative Officer will look after the routine duties of In charge, Store & Purchase Section.

Further in absence of Shri Neeraj Tanwar, Administrative Officer from headquarter on short-term/long-term on Casual Leave/Leave/Tour etc.; Shri Laxmi Chand, Assistant Administrative Officer will look after the routine duties of In charge, Store & Purchase Section.

For which no extra remuneration will be paid to them.


(Suresh Kumar)
Chief Administrative Officer

Distribution:

1. Shri Harshit Agarwal, Administrative Officer & In charge, Store & Purchase Section.
2. Shri Neeraj Tanwar, Administrative Officer & In charge, Admn. I Section.
3. Shri Laxmi Chand, Assist. Adm. Officer Through: In charge, S & P Section.
4. In charge, Store & Purchase Section.
5. In charge, Admn. I Section.
6. In charge, Audit & Accounts Section
7. In charge, Admn.II Section.
8. In charge, Director's Cell
9. P. S. to Director
10. All Head of Divisions/Section In charges at Main Institute through E-Mail.
11. Personal Files Individuals
12. In charge, AKMU for uploading on the Institute's Website
13. Guard File