

F.No. 1(3)E/85/Adm.I/Vol.I/ 2398

Dated: 04.11.2020

OFFICE ORDER

In supersession of previous office order No.1(3)E/85/Adm.I/ dated 06.06.2019, it has been decided by the Competent Authority, CSWRI, Avikanagar that **in absence of Shri M.A. Khan, AAO (regular DDO)** on short-term/long-term basis on leave/tour etc., the following officers in order as shown below will look after the routine duties & responsibilities of Drawing & Disbursing Officer in addition to their own duties & responsibilities as per availability at the Head Quarter with immediate effect till further orders:

1.	Shri Sanjay Sharma, AAO
2.	Shri K.B. Bairwa, AAO

No extra remuneration will be paid to them for assigned additional duties & responsibilities.

Neeraj
4/11/2020
(Neeraj Tanwar)
Administrative Officer

Distribution:-

1. Shri M.A. Khan, AAO(DDO) Administration II Section
2. Shri Sanjay Sharma, AAO & Incharge Purchase Section
3. Shri K.B. Bairwa, AAO & Incharge Store Section
4. Incharge, Audit & Accounts Section
5. All Head of Divisions/Section Incharges of Main Institute
6. PS to Director for information
7. Director's Cell
8. AKMU for uploading on the Institute website/e-office Notice Board
9. Personal file of the concerned
10. The Chief Branch Manager, SBI, Krishi Upaj Mandi Samiti Campus, Malpura for information.
11. Guard file.