

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE  
AVIKANAGAR, TEHSIL-MALPURA, DISTRICT-TONK (RAJASTHAN)-304501**

F. No. 3(55)E/85/Adm.I/Vol.II/ 319

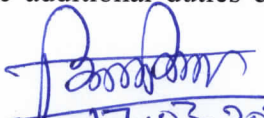
Dated: 17.03.2022

**OFFICE ORDER**

Consequent upon the promotion of Sh. Suresh Kumar from the post of CAO to the grade of Director/Chief Administration Officer (Sr. Grade) from ICAR-CSWRI, Avikanagar to ICAR-CAZRI, Jodhpur vide Council's Office Order No. Admn. 6-2 / 2019-Estt.I dated 16.03.2022. The Competent Authority has decided that Sh. Navin Kumar Yadav, AD (OL) will look after the following duties & responsibilities in place of Sh. Suresh Kumar, CAO till further orders in addition to his existing duties & responsibilities.

1. Head of Office
2. Nodal Officer, ERP System (FMS/MIS)
3. Nodal Officer, Aadhar Enabled Biometric Attendance System (AEBAS)
4. Nodal Officer, CPGRAM
5. I/c Adm.I Section
6. I/c Director's Cell

No extra remuneration will be paid to him for performing the above additional duties & responsibilities.

  
(Shivji Ram Jat) 17.03.2022

Assistant Administrative Officer  
Email Id: [adm1.cswri@icar.gov.in](mailto:adm1.cswri@icar.gov.in)

**Distribution:-**

1. Sh. Navin Kumar Yadav, AD (OL) with the request to take over the charge from Shri Suresh Kumar, CAO with immediate effect under intimation to the Competent Authority of the Institute.
2. Sh. Suresh Kumar, CAO with the request to hand over the charge to Shri Navin Kumar Yadav, AD (OL) with immediate effect under intimation to the Competent Authority of the Institute.
3. All Head of Divisions/Section Incharges at Main Institute, Avikanagar
4. ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur
5. P.S. to Director
6. Personal file of individuals
7. I/c AKM Unit for uploading on the Institute website
8. Guard file