



भा. कृ. अनु. प. – केंद्रीय भेड़ एवं ऊन अनुसंधान संस्थान
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By E-mail / Hand



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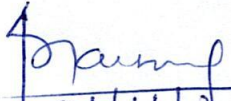
Dated: 01.11.2024

OFFICE ORDER

Consequent upon joining her duty against the post of Assistant at CSWRI (HQ) and completion of her orientation training, the posting of Ms Komal, Assistant is continued in Admn-I Section with direction that now onwards she will attend the duties related to handing all files / daks / etc. including leave files in respect of scientific category staff of the Institute and other duties as assigned by the In-charge / AAO, Administration-I Section.

Further, Sh. Mahendra Kumar Sharma, AAO will mentor Ms Komal, Assistant (DR) in attending the duties of Administration-I Section for the first three-month w.e.f. 04/11/2024 or until further order, whichever is earlier.

This is issued with the approval of the Competent Authority, ICAR-CSWRI.


01/11/2024
(I. B. Kumar)

Chief Administrative Officer

Distribution:-

1. Ms Komal, Assistant with the direction to take over the above said duties & other work as assigned by I/c, Admn.I Section immediately.
2. Sh. Mahendra Kumar Sharma for information.
3. Head, Finance & Accounts Wing
4. PS to the Director, CSWRI for kind information.
5. All Heads of Division/Section Incharges of the Main Institute.
6. Sub-Station (ARC, Bikaner / NTRS, Garsa / SRRC, Mannavanur).
7. I/c AKMU for uploading on the Institute's website.
8. Nodal Officer, e office/ERP/e-HRMS/Sparrow, CSWRI for information and n/a.
9. Personal file(s) of individuals / Guard file / All Notice Boards.