

By E-mail / Hand



भा. कृ. अनु. प. – केंद्रीय भेड़ एवं ऊन अनुसंधान संस्थान

ICAR - Central Sheep and Wool Research Institute

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OFFICE ORDER

In supersession of all previous order on the subject, the Director, ICAR-CSWRI has been pleased to nominate following officer as link officer(s) to look after the additional duties and responsibilities of the following duties / In-charge(s) of institute's Sections whenever the regular In-charge(s) is / are away due to being on official tour, leave etc. on short-term/long-term basis:

| Sl. No. | Name of the Section(s) and Charge | Name and Designation of the regular In-charge of Section | Name and Designation of the Link Officer-I (LO-I) | Name and Designation of the Link Officer-II (LO-II) | Name and Designation of the Link Officer-III (LO-III) |
|---------|---|--|---|---|---|
| 1. | Admn-V Section / I/c Store Section | Sh. Sanjay Sharma, AAO | Sh. K. B. Bairwa, AO | Sh. Bhim Singh, AO | Sh. D. L. Verma, AAO |
| 2. | Admn-IV Section / I/c Purchase Section | Sh. K. B. Bairwa, AO | Sh. Sanjay Sharma, AAO | Sh. Bhim Singh, AO | Sh. D. L. Verma, AAO |
| 3. | Administration II Section / I/c Admn-II | Sh. Mahendra Sharma, AAO | Sh. D. L. Verma, AAO | Mrs. Ritesh Kumari, AAO | Sh. Pappu Meena, AAO |

2. The link Officer-I (LO-I) will look after the duties in absence of the regular concerned In-charge and in absence of the link officer I (LO-I) also, subsequent link officers i.e. LO-II/LO-III in order of their nomination and availability will look after the duties of the concerned In-charge(s) for smooth functioning of concerned section(s)

3. In case of non-availability of the regular In-charge of the concerned section and / or the link officer(s) at the station due to being on official tour, the matter whichever can be attended digitally will be attended by the regular concerned In-charge and / or immediate link officer(s) only, as the case may be whereas the cases which requires physical presence of the officer at the station will be attended by the link officer whoever is available at the station.

4. No extra remuneration will be paid to above nominated link officers to perform the above additional duties & responsibilities.

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

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

Chief Administrative Officer

Distribution:-

1. All the concerned officers through in-charge(s).
2. All Head of Divisions/Section In-charges at Main Institute.
3. Regional Stations i.e. ARC, Bikaner / NTRS, Garsa / SRRC, Mannavanur
4. Personal file of individuals
5. CFAO / CAO, CSWRI for information
6. PS to Director for information.
7. I/c, AKMU for uploading on Institute website
8. Guard file.