



भा. कृ. अनु. प. - केंद्रीय भेड़ और ऊन अनुसंधान संस्थान
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F.No. 1(3)E/85/Adm.I/

Dated: 28.07.2023

OFFICE ORDER

In partial modification of previous order of even number dated 07.11.2022 on the subject, the Competent Authority of the Institute is pleased to assign the regular duties & responsibilities of Drawing & Disbursing Officer to Sh. Surendra Singh, AAO w.e.f. 31.07.2023 (Afternoon) till further orders. Following officers will attend the duties & responsibilities of DDO as link officer in order of their Sl. No. provided the regular DDO, the link officer of the regular DDO may be is on leave:

Duties & responsibilities of DDO: -

S.No.	Name of the Officer
1.	Sh. Manish Badola, Assistant Administrative Officer
2.	Mrs. Ritesh Kumari, Assistant Administrative Officer
3.	Sh. Mahendra Kumar Sharma, Assistant Administrative Officer

E-Office files will be in operation during tour as per the convenience of regular officer.

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

Sd/-
 (D.L. Verma)
 Assistant Administrative Officer

Distribution: -

1. Shri Surendra Singh, AAO may taken over the charge from Shri S.R. Jat, AAO
2. Shri S.R. Jat, AAO & DDO may handed over the charge to Shri Surendra Singh, AAO
3. Shri Manish Badola, AAO & I/C Administration II Section
4. Smt. Ritesh Kumari, AAO
5. Shri Mahendra Kumar Sharma
6. All Head of Divisions/Section In-charges at Main Institute
7. Regional Stations i.e., Head, NTRS, Garsa/ARC, Bikaner/OIC, SRRC, Mannavanur
8. Head, Finance & Accounts Wing, Avikanagar
9. Nodal Officer, E-Office/ERP/SPARROW/Ehrms
10. PS to Director
11. Personal file of individuals
12. In-charge, AKM Unit for uploading on the Institute Website/ E Office notice Board
13. Guard file