

I/60977/2022

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

Dated: 25.01.2022

**OFFICE ORDER**

In continuation of previous Office Order F. No. 3(49)/E/84/Admn.I/Vol.III dated 27.10.2020 & Office Order even number dated 16.11.2021, it has been decided by the Competent Authority of the Institute that in absence of Shri Sanjay Sharma, Assistant Administrative Officer & Incharge, Purchase & Store Section on short-term/long-term basis on Leave/Tour etc., the following Officers in order as shown bellow will look after the additional duties & responsibilities as Incharge, Purchase & Store Section in addition to their own routine duties & responsibilities as per availability at the Head Quarter with immediate effect till further orders:

1. Shri. Mahendra Kumar Sharma, Assistant Administrative Officer
2. Shri Durga Lal Verma, Assistant Administrative Officer

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

Sd/-  
(Navin Kumar Yadav)  
Head of Office

**Distribution:**

1. Shri Sanjay Sharma, Assistant Administrative Officer  
& Incharge, Store & Purchase Section
2. Shri. Mahendra Kumar Sharma, Assistant Administrative Officer  
Through: Incharge, Admn. I Section
3. Shri Durga Lal Verma, Assistant Administrative Officer  
Through: Incharge, Director's Cell
4. Incharge, Purchase & Store Section
5. Incharge, Admn. I Section
6. Incharge, Director's Cell
7. All Head of Divisions/Section Incharges at Main Institute
8. Regional Stations i.e. Acting Head, NTRS, Garsa/Incharge Head, ARC, Bikaner/OIC,SRRC,  
Mannavanur
9. FAO,CSWRI, Avikanagar
10. DDO,CSWRI, Avikanagar
11. PS to Director
12. Personal file of individuals
13. In charge, AKM Unit for uploading on the Institute Website/Notice E Office/Notice Board
14. F. No. 3(49)/E/84/Admn.I/Vol.III
15. Guard File