



भा. कृ. अनु. प. - केंद्रीय भेड़ और ऊन अनुसंधान संस्थान
ICAR - Central Sheep and Wool Research Institute

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F.No. 1(3)/E/85/Adm.I/

Dated: 07.11.2022

Office Order

In supersession of all previous order on the subject, the Competent Authority of the Institute is pleased to assign the additional duties & responsibilities as DDO and Incharge, FAO to following officers till further orders. They will attend the duties of DDO/Incharge, FAO as link officer in order of their Sl.No. Provided the regular DDO/Incharge FAO, the link officer of the regular DDO/Incharge, FAO as the case may be is/are on leave:

Duties & responsibilities of DDO:-

S.No.	Name of the Officer
1.	Sh. Surendra Singh, Assistant Administrative Officer
2.	Sh. Manish Badola, Assistant Administrative Officer
3.	Mrs. Ritesh Kumari, Assistant Administrative Officer

Duties & responsibilities of Incharge, FAO:-

S.No.	Name of the Officer
1.	Sh. Durga Lal Verma, Assistant Administrative Officer
2.	Sh. Sanjay Sharma, 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.



(D.L.Verma)

Assistant Administrative Officer

Distribution:

1. All the concerned officers through Incharge
2. All Head of Divisions/Section Incharges at Main Institute.
3. Regional Stations i.e. Incharge Head, NTRS, Garsa/ARC, Bikaner/OIC, SRRC, Mannavanur.
4. FAO, CSWRI, Avikanagar
5. DDO, CSWRI, Avikanagar
6. PS to Director
7. Personal file of individuals
8. In Charge, AKM Unit for uploading on the Institute Website/ E Office notice Board
9. Guard file
10. All Notice Boards