



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

Avikanagar, Malpura, Rajasthan - 304501

Tel. Nos. +91-1437-220162 / 220 164 FAX: +91-1437-220163

Email: director.cswri@icar.gov.in, cao.cswri@icar.gov.in Web site: www.cswri.res.in



F.No.1(4)E/2022/1399

Dated: 08.12.2023

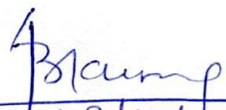
OFFICE ORDER

For improving and streamlining the working of Estate Section of the Institute, the Director has been pleased to make following functioning arrangements:

- i. That, the existing practices of submission of routine files of the Admn.- II, Admn.- III and Admn.- IV to the CAO / Head of Office (HoO) through the AO (Establishment) (presently Sh. Bhim Singh, AO) will be stopped from the date of issue of this office order with revising the provision that the files of said sections will be submitted to the CAO / HoO by the I/c of the section(s) directly and in case the AAO, whoever routinely supervises the work of the said section i.e. Admn. - II, Admn. - III and Admn. - IV respectively are on leave, etc. the file of the Sections will be submitted to the CAO / HoO directly through the respective link officer (AAOs). This provision will enable Sh. Bhim Singh, AO (Establishment) and I/c Estate Section to spare more time to expedite the works of the Estate Section as assigned to him through this office order No. 6(133)Adm.I/2023/1041 dated 12.05.2023. For ensuring better monitoring of the work of the Estate Section now onward sitting arrangements for Sh. Bhim Singh, AO (Estt) and I/c Estate Section will be in the Estate Section. All other routine and additional duties as assigned to Sh. Bhim Singh, AO(Estt.) through various office orders will be continued to be taken up by him until further orders.
- ii. That, the Horticultural & Landscaping related works and all other work, which is presently being taken up by Shri Tarun Kumar Jain, Senior Technical Officer in Estate Section is shifted back from Estate Section to Farm Section with all its infrastructures, manpower, working setup, etc. Shri Tarun Kumar Jain, Senior Technical Officer is also transferred from Estate Section to Farm Section. In the Farm Section Shri Tarun Kumar Jain, Senior Technical Officer will attend the duties as desired and assigned by I/C Farm Section.
- iii. That, Shri Ram Prasad Jat, Assistant is transferred from Estate Section to Purchase Section while Shri Raman Lal Kalasua, Assistant is transferred from Purchase Section to Estate Section.

2. All the above functioning / work arrangements are to be implemented with immediate effect and all the concerns, wherever applicable, are requested to get relieved from present unit where he / she is posted and submit the compliance report along with the copy of the handing over / taking over report (of the charge of files, folders, equipment, goods, etc. if any, in their physical possession) to this office at earliest.

3. This is issued with the approval of the Director.


08/12/2023
(I. B. Kumar)
Chief Administrative Officer

Distribution:

- i. Shri Bhim Singh, Administrative Officer, through email for kind information and n/a.
- ii. Shri Tarun Kumar Jain, Senior Technical Officer through I/c Estate Section
- iii. Shri Ram Prasad Jat, Assistant through I/c Estate Section
- iv. Shri Raman Lal Kalasua, Assistant through I/c Administration IV (Purchase) Section
- v. All Heads of Division/ Section In-charges/Unit(s)/PIs of external funded projects.
- vi. Head (Acting)/Officer In-charges of Garsa/Bikaner/Mannavanur
- vii. Personnel Files(s) / Leave File (s) of individual(s) / Guard file.
- viii. P.S. to Director through email for kind information.
- ix. Nodal Officer, ERP/ SPARROW/ E-Office/ e-HRMS through email for kind information and n/a.
- x. I/C AKMU for uploading on institute website.