

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE  
AVIKANAGAR (VIA:JAIPUR, RAJASTHAN-304501)

F.No.6(133)Adm.I/2023/1041

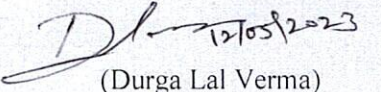
Dated: 12.05.2023

OFFICE ORDER

For improving and streamlining the working of Estate Section the Director has been pleased to order following:

1. The duty of I/c Estate Section is assigned to Sh. Bhim Singh, Administrative Officer. In the capacity of I/c of the Estate Section, Shri Bhim Singh, AO will take up and supervise all the work allocated to Estate Section. This responsibility will be in addition to the responsibilities and duties already assigned to him, for which no extra remuneration will be paid.
2. Horticultural & land escaping related works and all other work, which is presently being taken up by Shri Tarun Kumar Jain, Technical Officer in farm section is also shifted from Farm Section to Estate Section with all its infrastructures, manpower, working setup, etc.
3. Shri Tarun Kumar Jain, Technical Officer is transferred from Farm Section to Estate Section. In the Estate Section Shri Tarun Kumar Jain, Technical Officer will attend the duties as desired and assigned by I/C Estate Section.

Above orders is to be implemented with immediate effect. All concerns are requested to get relieved from present units where he / she is posted, if applicable, and handover / taken over the charge like; files, folders, equipment, goods, etc., if any in their physical possession, and submit the compliance report to the Competent Authority.

  
(Durga Lal Verma)  
Assistant Administrative Officer

Distribution:

1. Shri Bhim Singh, Administrative Officer, through email for kind information and n/a.
2. Shri Harkesh Meena, Chief Technical Officer, through email for kind information and n/a.
3. Shri Tarun Kumar Jain, T.O through I/c Farm Section
4. I/c Farm Section, through email for kind information and n/a.
5. All the Divisions / Units / Sections / Regional Stations / Officials through email for kind information.
6. Adm.III Section.
7. Audit & Accounts Section
8. Personnel Files(s) / Leave File (s) of individual(s).
9. P.S. to Director through email for kind information.
10. Nodal Officer, ERP/ SPARROW/ E-Office/ e-HRMS through email for kind information and n/a.
11. I/C AKMU for uploading on institute website.
12. Guard file