

F.No. 1(3)E/85/Adm.I/Vol.I/240j

Dated: 04.11.2020

OFFICE ORDER

In supersession of previous office order No.1(3)E/85/Adm.I/ dated 15.10.2019, it has been decided by the Competent Authority, CSWRI, Avikanagar that **in absence of Shri Chhuttan Lal Meena, AF&AO** on short-term/long-term basis on leave/tour etc., the following officers in order as shown below will look after the routine duties & responsibilities of Finance & Accounts Officer in addition to their own duties & responsibilities as per availability at the Head Quarter with immediate effect till further orders:

1.	Shri Shivji Ram Jat, AAO
2.	Shri Durga Lal Verma, AAO

No extra remuneration will be paid to them for assigned additional duties & responsibilities.

Neeraj
4/11/2020
(Neeraj Tanwar)
Administrative Officer

Distribution:-

1. **Shri Chhuttan Lal Meena, AF&AO & Incharge, A&A Section**
2. Shri Shivji Ram Jat, AAO Administration I Section
Through: Incharge, Administration I Section
3. Shri Durga Lal Verma, AAO, Administration I Section
Through: Incharge, Administration I Section
4. Incharge, Audit & Accounts Section
5. All Head of Divisions/Section Incharges of Main Institute
6. Sub-stations (ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur)
7. PS to Director for information
8. Director's Cell
9. AKMU for uploading on the Institute website/e-office Notice Board
10. Personal file of the concerned
11. The Chief Branch Manager, SBI, Krishi Upaj Mandi Samiti Campus, Malpura for information.
12. Guard file.