

I.C.A.R. - CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (Tehsil-Malpura, Distt-Tonk) Via: Jaipur, Rajasthan
(India) Pin-304501


F.No.1(3)/E/85/Adm.I/10389

Dated: 19.12.2017

OFFICE ORDER

In supersession of previous Office Order F.No.1(3)/E/85/Adm.I/ Dated: 19.06.2017, subsequent Office Order F.No.1(3)/E/85/Adm.I/ Dated: 08.09.2017 & in continuation of Office Order F.No.3(558)E/2017/Adm.I/ Dated: 16.11.2017 the Director, CSWRI, Avikanagar has been pleased to decide that during the absence of Shri Suresh Kumar, Chief Administrative Officer/Head of Office from headquarter on short-term/long-term basis on Casual Leave/Leave/Tour etc., the following Officers will look after the routine duties of Head of Office in order to their availability till regular Head of Office joins for which no extra remuneration will be paid to them:

1. Shri Harshit Agarwal, Administrative Officer
2. Shri Neeraj Tanwar, Administrative Officer


(Harshit Agarwal)
Administrative Officer

Distribution:

1. Shri Suresh Kumar, Chief Administrative Officer/Head of Office
2. Shri Harshit Agarwal, Administrative Officer & I/C Adm. I Section
3. Shri Neeraj Tanwar, Administrative Officer & I/C Store & Purchase Section
4. Dr. R.C. Sharma, P.S. Through Head, AG&B Div.
5. Dr. Devendra Kumar, P.S. Through Head, A.P.&B. Div.
6. Personal files of individuals
7. Leave Files/Service Books
8. I/C. A.K.M.U. for uploading on institute website.
9. The Branch Manager, SBI, Malpura for information
10. F.No.3(55)E/85/Adm.I/Vol.II/
11. All Heads/Incharges of Divisions/Sections
12. All Heads/Officer Incharge of Sub-Station/Centre.
13. Guard File