



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](mailto:director.cswri@icar.gov.in), [cao.cswri@icar.gov.in](mailto:cao.cswri@icar.gov.in) Web site: [www.cswri.res.in](http://www.cswri.res.in)



F. No. 1(4)E/2022 / 502

Dated: 11.07.2022

**OFFICE ORDER**

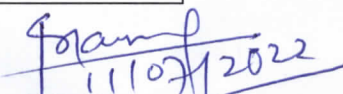
In supersession to all the previous office orders / circulars, etc. on the subject, the Director, CSWRI has been pleased to approve following restructuring of the administrative wing along with the allocation of works / duties / assignment (as mentioned against the name of the section) for smooth functioning of Administrative Wing of the Institute:

Sr. No.	Name of Section after restructuring	Allotment of work
01.	<b>Administration - I</b> (Service matters & associated work)	Looking after the work related to service matters i.e. 1) Maintenance of Personal file, Leave file & Service Book etc. 2) Assessment/ promotion, Transfer, Study leave, LTC, MACP & Pension cases of all categories. 3) Legal matters, APAR related work, AIPR, Vigilance cases, IMC, IJSC, ERP, E-office and PFMS cases etc. 4) Delegation of powers, Nomination/creation of Division/Section I/C etc. 5) Nomination/substitute arrangement of DDO/FAO/I/Cs of Division/Section and their link officer.
02.	<b>Administration - II</b> (Miscellaneous Establishment related work) The establishment matters which have not been allocated to Admn-1, The files related to Estate Section, the files related to Instrumental and Electrical Unit, the works related to CAO Cell)	Looking after the work related to; 1) Recruitment (Scientific/Technical/Administration/Skilled Support Staff/RA/SRF/YP etc.), RTI, CPGRAM, Maintenance of Seniority, Reservation Roster, Establishment Register, Circular File. 2) Miscellaneous work (including sub stations not handled by others). 3) Central School correspondence, Land file/land related matters and other misc. correspondence not related with any other sections. 4) Files & Correspondence related to Estate sections and Electric Unit. 5) Central Dairy & Dispatch, Record Officer related work, complaints like theft, fire and other than service matters, 6) SOC, Director's conference related correspondence, special campaign for disposal of pending matters. 7) Other miscellaneous matters

*[Signature]*  
11/07/2022

Sr. No.	Name of Section after restructuring	Allotment of work
03.	<b>Administration - III</b> <b>(Bill &amp; Cash Section)</b>	Looking after the work related to; 1) Salaries of all Scientific/Technical/Administration/ Skilled Support Staff/RA/SRF/YP etc. including Regional Stations, deduction of Income tax, issuing of Form No.16 etc. 2) Personal claims i.e. GPF, GSLIC, LTC, TA/TTA, Medical, Children Education Allowance, Computer/Vehicle Advances and its related matters. 3) Payment of Firms bills, Contract bills, deduction of Income Tax & GST and related files, etc. 4) Cashier related work i.e Maintenance of Cash Book, Cash imprest and all other work related to DDO / Bill & Cash Section.
04.	<b>Administration - IV</b> <b>(Purchase Section)</b>	Looking after the work related to 1) Purchase of all kind of Non-Consumable & Consumables items / Equipments approved in EFC through GEM/E-procurement & other provisions of GFRs, Purchase of Chemicals/Glass ware & Petty-Laboratory Consumables, Job-Contract / Rate-Contract for institute and its Regional Stations. 2) Maintenance of ISO Certificate, DSIR Certificate, Contract Register and Labour License etc. 3) Procurement of service, disposal of obsolete / condemned items, etc. and all other works related to purchase section.
5.	<b>Administration - IV</b> <b>(Store Section)</b>	Look after the work related to 1) Maintenance of Stock Registers consumable/non-consumables and related correspondence, Entry of Firms/suppliers Bills, 2) Annual Verification of Assets and related correspondence / Write-off stores/losses, Auction related matters. 3) Maintenance/Distributions of consumable items etc. and any other work related to Store.
06.	<b>Director's Cell</b>	1) Look after the work related to Private Secretary of the Director and other miscellaneous duties, as assigned by the Director, time to time.

This issued with the approval of the Director.

  
11/07/2022  
**(I. B. Kumar)**

**Chief Administrative Officer**

Distribution:

1. All the Heads of Division / AOs / FAO / AAO(s) / Officer in-charges of regional stations at Garsa/Bikaner/Mannavanur / Vigilance Officer / In-charges of all the Section(s) / Unit(s) at Institute HQ as well as regional stations / PIs of external funded projects, and all the staff members of the Institute for information and n/a.
2. I/C AKMU for uploading the Institute website.
3. P.S. to Director for kind information.