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F. No. 1(4)E/2022 /583

Dated: 11.07.2022

**OFFICE ORDER**

In continuation to even number office order for restructuring of the administrative wing along with the allocation of works / duties / assignment for smooth functioning of Administrative Wing of the Institute, the director has been please to decide following internal shifting of staff members in administrative wing as well as duties and responsibilities are assigned

Sl. No.	Name of Section	Name of Officers / Officials who have been continued in the section, shifted from or to the section / posted in the section
1.	<b>Administration - I / Admn. - I</b> (Service matters & associated work)	a) Shri Durga Lal Verma, AAO* b) Shri Mahendra Kumar, AAO c) Smt. Ritesh Kumari, AAO d) Shri Pappu Meena, Assistant e) Shri C.P. Tailor, Assistant f) Shri Rahul Parmar, LDC
2.	<b>Administration - II / Admn. - II</b> (Miscellaneous Establishment related work)	a) Shri Manish Badola, AAO * b) Shri Ram Prasad Jat, Assistant c) Shri Rakesh Kumar Jain, Assistant
3.	<b>Administration - III / Admn. - III</b> (Bill & Cash Section)	a) Shri Shivji Ram Jat, AAO * b) Shri Surendra Singh, AAO c) Shri Roop Singh, Assistant d) Shri Devi Lal Mourya, Assistant
4.	<b>Administration - IV / Admn. - IV</b> (Purchase Section)	a) Shri Sanjay Sharma, AAO * b) Shri Raman Lal Kalsua, Assistant c) Shri Mahaveer Prasad, Assistant d) Shri Pradeep Kulhari, Assistant
5.	<b>Administration - V / Admn. - V</b> (Store Section)	a) Shri K. B. Bairwa, AO * b) Shri L. K. Kashyap, Assistant
6.	<b>Director's Cell</b> (The duties related to Private Secretary of the Director)	c) Shri Mahendra Kumar, AAO*

\* The officer will supervise the work / assignment / duties of the section and will work as in charge of the section. Shri Shivji Ram Jat, AAO will continue to attend the duties and responsibilities of DDO.

Further, the C/A has also been pleased to approve following;

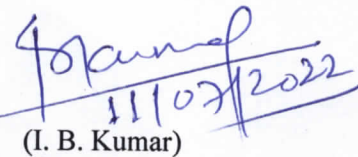
- a) That, on their joining at CSWRI, Sh. Bhim Singh Tanwar, Administrative Officer will look after the responsibilities / duties of AO (Establishment) and Sh. K. B. Bairwa, Administrative Officer will look after the responsibilities / duties of AO (Store).

*[Handwritten Signature]*  
11/07/2022

- b) That, the AAOs (looking after the duties as section I/c) of the Admn.I, will submit the files of the sections directly to the regular CAO / Head of Office (HoO). In case the regular CAO / HoO is on leave the file will be submitted to the AO (Estt.).
- c) That, the AAOs (looking after the duties as section I/c) of the Admn.-II, Admn.-III and Admn.-IV will submit the files to the CAO / Head of Office (HoO) through the AO (Estt.). In case the AAO, whoever supervises the work of the section, Admn. I, Admn.II, Admn.III and Admn.IV respectively are on leave, etc. the file of the Section will be submitted to AO (Estt.) directly.
- d) That, the AO (store) (looking after the duties as section I/c) of the Admn.-V (Store Section) will submit the files to the CAO / Head of Office (HoO) directly.
- e) That, when the regular CAO, ICAR - CSWRI is away from ICAR-CSWRI (HQ) on official tour, the AO (Estt) will attend the physical files / Dak / visitors, etc. in the capacity of the CAO (I/c) / HoO (I/c) whereas the e-file will continue to be seen by the regular CAO only. If the AO (Esstt.) is also not physically available at ICAR-CSWRI Headquarter, the Senior most AAO (whoever physically available at ICAR-CSWRI Headquarter) will attend the physical files / Dak / visitors, etc. in the capacity of the CAO (I/c) / HoO (I/c).
- f) That, if the regular CAO / HoO, ICAR - CSWRI is on any kind of leave, the duties (physical files / Dak / visitors, etc.) of the CAO / HoO, ICAR - CSWRI will be attended by the AO (Esstt.) AND in case the AO (Estt.) is also not available then the senior most AAO (whoever physically available at ICAR-CSWRI Headquarter) will attend the said duties. Whereas the e-files of Admin-I, Admn-II, Admn-III and Admn.IV will be submitted to the IFD / Director, as the case may be through the AO (Estt.) and the e-files of Admn-V will be submitted to the IFD / Director, as the case may be, through the AO (Store). Further, if the AO (Store) is not available to attend the e-file, the AAO (purchase) or his / her link officer (whoever is available) will attend the e-file of the section.
- g) That, as and when required, the files / daks related to any administrative section which is routinely not assigned to the AO (Esstt.) or AO (store) respectively may also be marked by the CAO / Director to the AO (Esstt.) or AO (store), as the case may be, for examination and n/a.

The above Officers / Officials are directed to hand over / take over the necessary charges with immediate effect.

This issued with the approval of the Director.

  
11/07/2022

(I. B. Kumar)

Chief Administrative Officer

Distribution:

1. All the concerning officer / officials for information and compliance.
2. 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.
3. I/C AKMU for uploading the Institute website.
4. P.S. to Director