



भा. कृ. अनु. प. - केंद्रीय भेड़ और ऊन अनुसंधान संस्थान
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F. No. 1(4)E/2022 / 896

Dated: 20.01.2022

OFFICE ORDER

In continuation of restructuring the establishment and other Administrative Sections and shifting of staff members in administrative sections {vide office order No. 1(4)E/2022 dated 11.07.2022}, following officers are nominated as link officer to look after the duties of In-charge of Section when regular I/C is away due to being on leave, etc. The Link officer (I) will look after the duties in absence of regular In-charge of the section and in absence of link officer I also, subsequent Link Officer (LO-II / LO-III) in order of their nomination and availability will look after the duties of the In-charge of Section for smooth functioning of administrative wings of the Institute: -

Sl. No.	Name of Section	Name of Section In-charge	Link Officer-I	Link Officer-II	Link Officer-III
1.	Adm. I	Shri Durga Lal Verma	Shri Mahendra Kumar Sharma, AAO	Smt. Ritesh Kumari, AAO	Shri Manish Badola, AAO
2.	Adm.- II	Shri Manish Badola	Shri Durga Lal Verma	Smt. Ritesh Kumari, AAO	Shri Mahendra Kumar Sharma, AAO
3.	Adm.- III	Shri Shivji Ram Jat	Shri Surendra Singh, AAO	Shri Manish Badola, AAO	Smt. Ritesh Kumari, AAO
4.	Adm.- IV	Shri Sanjay Sharma	Shri Durga Lal Verma, AAO	Shri Mahendra Kumar Sharma, AAO	Shri Manish Badola, AAO
5.	Adm.- V	Shri K. B. Bairwa	Shri Sanjay Sharma, AAO	Shri D.L. Verma, AAO	Shri Mahendra Kumar Sharma, AAO

Note1: The AAOs (looking after the duties as section I/c) / Link Officer 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.).

Note2: The legal files dealt in Admn-I section will be submitted to the CAO/HoO through AO (Estt.)

Note3: The AAOs (looking after the duties as section I/c)/Link Officer of the Admn.-II, Admn.-III and Admn.-IV will submit the files to the CAO / Head of Office (HoO) through the AO (Estt.).

Note4: AO(Store) will submit the files directly to CAO/Head of Office (HoO). However, the Link Officer of the Admn.-V (Store) will submit the files to the CAO / Head of Office (HoO) through AO(Estt.).

The concerning Section In-charge & link officer as the case may be will inform the next officer before proceeding on tour/leave, etc.

No extra remuneration will be paid to them for performing the above additional duties & responsibilities.

This issued with the approval of the Director.

20/01/2022
(I. B. Kumar)

Chief Administrative Officer

Distribution:

1. All concern section.
2. All Heads of Division/ Section In-charges/Unit(s)/PIs of external funded projects.
3. Head (Acting)/Officer In-charges of Garsa/Bikaner/Mannavanur
4. Personal file individuals
5. I/C AKMU for uploading the Institute website.
6. P.S. to Director