

F. No. 3(50)/E/84/Admn.I/Vol.II/ 350


Dated; 29.03.2022

OFFICE ORDER

It has been decided by the Competent Authority to assign Shri Sunil Saini, Technician the following additional duties & responsibilities in addition to his own routine duties & responsibilities for smooth functioning of meetings/programmes with immediate effect till further orders:

1. Maintenance of computers, mikes etc. & other related works at Conference Hall of Administrative Block.
2. Provide computers, projector, mike, podium etc in the Committee Room Guest House, Avikanagar.

No extra remuneration will be paid to him for the extra assign work.


(Navin Kumar Yadav)
Head of Office

Distribution:

1. Shri Sunil Saini, Technician
Through: Incharge, A.K. M. Unit
2. Incharge, A. K. M. Unit
3. Incharge, I. E. Unit
4. Incharge, Guest House, Avikanagar
5. In charge, Admn. II Section
6. FAO, CSWRI, Avikanagar
7. Head of Division/ Incharges Head of Divisions/Section Incharges at Main Institute
8. In charge, Director's Cell (APAR Seat)
9. PS to Director
10. Personal file
11. Nodal Officer, ERP
12. In charge, AKM Unit for uploading on the Institute Website
13. Guard File