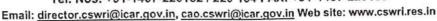




## भा. कृ. अनु. प. - केंद्रीय भेड़ और ऊन अनुसंधान संस्थान ICAR - Central Sheep and Wool Research Institute

Avikanagar, Malpura, Rajasthan - 304501 Tel. Nos. +91-1437-220162 / 220 164 FAX: +91-1437-220163





Dated: 07.11.2022

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

Office Order

In supersession of all previous order on the subject, the Competent Authority of the Institute is pleased to assign the additional duties & responsibilities as DDO and Incharge, FAO to following officers till further orders. They will attend the duties of DDO/Incharge, FAO as link officer in order of their Sl.No. Provided the regular DDO/Incharge FAO, the link officer of the regular DDO/Incharge, FAO as the case may be is/are on leave:

## Duties & responsibilities of DDO:-

S.No.	Name of the Officer
1.	Sh. Surendra Singh, Assistant Administrative Officer
2.	Sh. Manish Badola, Assistant Administrative Officer
3.	Mrs. Ritesh Kumari, Assistant Administrative Officer

## Duties & responsibilities of Incharge, FAO:-

S.No.	Name of the Officer
1.	Sh. Durga Lal Verma, Assistant Administrative Officer
2.	Sh. Sanjay Sharma, Assistant Administrative Officer
3.	Sh. Mahendra Kumar Sharma, Assistant Administrative Officer

E-Office files will be in operation during tour as per the convenience of regular officer.

No extra remuneration will be paid to above officers to perform the above additional duties & responsibilities.

> (D.L.Verma) Assistant Administrative Officer

## Distribution:

1. All the concerned officers through Incharge

2. All Head of Divisions/Section Incharges at Main Institute.

- 3. Regional Stations i.e. Incharge Head, NTRS, Garsa/ARC, Bikaner/OIC, SRRC, Mannavanur.
- 4. FAO, CSWRI, Avikanagar
- DDO, CSWRI, Avikanagar
- 6. PS to Director
- 7. Personal file of individuals
- 8. In Charge, AKM Unit for uploading on the Institute Website/ E Office notice Board
- 9. Guard file
- 10. All Notice Boards