

ICAR-INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR

No. 32-1/08 -E.I

Date: 24th Oct., 2016.

OFFICE ORDER

In continuation of the Office Order of even No. dated 5th Oct., 2016, following duties and responsibilities have been assigned to Sri Rakesh Kumar, Joint Director (Adm.) cum Registrar in addition to the duties and responsibilities of the Deemed University of the Institute and Head of Office as under:

1. Overall supervision of all cases related to works including CPWD works,
2. Overall Incharge of Estate Section comprising both Units of Engineering Section, Horticulture & Sanitation Section, General & Estate Section,
3. Overall supervision of Purchase related to Non-plan and also all purchases related to various Rate Contracts and various Annual Maintenance Contracts and Store Section.

The Unit Incharges will submit files relating to Pension, pay fixation and related to advance cases, where the sanction of Head of Office is required directly to the Head of Office. In absence of Joint Director cum Registrar (either on tour or leave), Chief Adm. Officer will look after the duties of Head of Office and other work as entrusted to him except the work of Registrar. The work of Registrar will be looked after by the Academic University and in absence of both officers, the work of Head of Office will be looked after by the senior most Senior Adm. Officer.

Besides the above, Sri Rajiv Saxena, CTO and Sri J.C. Negoi, STO will act as Incharges of their respective Unit under the overall administrative control of Joint Director (Adm.) cum Registrar. While working as Incharge, they will exercise all administrative and financial powers as already delegated to Incharge of Sections from time to time. In absence of both Officers, the senior most Technical Officers will look after the duties of Incharge of their Unit.

The other work of administration will be looked after by the Chief Adm. Officer through the respective Unit Incharges. The files will be submitted to the Director directly by the CAO. However, the files related to policy matters will be routed through the Joint Director (Adm.) cum Registrar. In absence of Chief Adm. Officer, all work entrusted to CAO will be overall supervised by the Joint Director (Adm.) cum Registrar. However, in absence of both officers, the files of the units will be submitted to the Director by the concerned Unit Incharges directly.


DIRECTOR

Distribution:

1. All concerned Officers.
2. All JDS / HDs/ Incharges / Comptroller / Unit Incharges / Coordinator, IVRI, Izatnagar / Bangaolore / Mukteswar / Palampur / Kolkata / Pune
3. PS to Director, IVRI, Izatnagar.
4. Guard File.