



No.F.32-3/2019-E.I

Dated: July...12th... 2019

OFFICE ORDER

Consequent upon joining of Sh Subodh Neeraj, S.A.O. at this Institute on 01.07.19, the following re-arrangements of the work of Unit Incharges has been made as mentioned below:

Incharges	Name of Officers	Divisions/Sections
JD Unit	Sh. Rakesh Kumar, JD (Admn) & Registrar	Vehicle Pool Section
CAO's Unit	Sh. Debasis Moitra, C.A.O.	Vigilance section Confidential Cell E-I section E-II Section Contract Section Security Section
Unit-I	Sh. Firoz Khan, S.A.O.	O.P.R.section C&B-I section C&B-II section Cash (with OCB) E-III section General & Estate Section (PIMS) Record Section
Unit- II	Sh Subodh Neeraj, S.A.O.	Purchase -I Purchase-II MRDPC RTI & Legal cell C.R.Cell
Unit- III	Ms Neha Chaudhary, A.O.	University Affairs CAAST Nodal officer (e-office) Store and Pune Desk

The AAO, concerned section will report to their respective Unit Incharges and Unit Incharges will report to their higher authority

Besides the above, the charge of CPGRAMS (Adm/Tech) has been given to Sh. Firoz Khan, S.A.O. Further, office order of letter No 32-01/2008-E.I dated 24th Oct. 2016 with regard to duties and responsibilities of Sh Rakesh Kumar, Joint Director (Admn.) cum Registrar, still holds good.

It has been decided that in the absence of any Unit Incharges (either on leave/tour), the files of the Sections will be directly submitted to the C.A.O/JD (Adm) by the concerned A.A.O.

Further, it is decided that Ms. Neha Chaudhary, A.O. will sit in the University Office and Sh. Subodh Neeraj, S.A.O. will sit in the chamber, presently being occupied by Ms. Neha Chaudhary, A.O., in the Administrative Block.

This issues with the approval of the Director, ICAR-IVRI.



(D.K. Sapra)
Asstt. Admn. Officer

Distribution:-

1. Sh. Rakesh Kumar, J.D. (Admn.), IVRI Izatnagar.
2. Sh. Debasis Moitra, C.A.O., IVRI, Izatnagar.
3. Sh. Firoz Khan, S.A.O., IVRI, Izatnagar.
4. Ms. Neha Chaudhary, A.O., University office, IVRI, Izatnagar, with the request to handover the I.D/Password of CPGRAMS, to the concerned officer or the Director.
5. Sh. Subodh Kumar, S.A.O., IVRI, Izatnagar
6. All JDs/HDs/SIC/SFAOs/A.A.Os., IVRI, Izatnagar.
7. PS. to Director, IVRI, Izatnagar.
8. The Incharge, Aris Cell, IVRI, Izatnagar, for uploading on the Institute website.