



No.F.32-1/2008-E.I

Dated: March..12<sup>th</sup> 2019

### OFFICE ORDER

Consequent on stand relieve of Sh Pankaj Kumar. S.A.O. from this Institute on 08.03.19, the following re-arrangements of the work of Unit Incharges has been made as mentioned below:

S.No	Name of Officers	Units	Divisions/Sections
1	Sh. Rakesh Kumar, JD (Admn)		Vehicle Pool Section
2	Sh. Debasis Moitra, C.A.O.		Vigilance, Confidential Cell, C.R.Cell, Purchase (EFC/CAST), Contract sec, RTI/ Legal cell
3	Sh. Firoz Khan, S.A.O.	Unit-I	E-I, E-II, E-III, Record sec, MRDPC
		Unit- III	Purchase & Store, General & Estate sec (PIMS), Purchase (other than EFC/CAST), Store
4	Ms. Neha Chaudhary, A.O.	Unit - II	University (Acad), (A&F), (CAAST), O.P.R., C&B-I, C&B-II, Cash (with OCB)

Besides the above, the charge of CPGRAMS (Adm/Tech) has been given to Ms Neha Chaudhary, A.O. and the charge of LIN – filing (labour –return) and GEM – approving has been given to JD (Admn). Further, office order of even No dated 24<sup>th</sup> 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 Sh. Firoz Khan, S.A.O. (either on leave/tour), the work assigned to him will be looked after by Ms. Neha Chaudhary, A.O. and vice-versa, in addition to own duties and without payment of any extra remuneration. However, in absence of both Incharges, the files of the Sections will be submitted to the C.A.O/JD (Adm) by the concerned A.A.O. directly.

Further, it is decided that Sh. Firoz Khan, S.A.O. will sit in the chamber depleted by Sh. Pankaj Kumar, S.A.O. and Ms Neha Chaudhary, A.O. will sit in the chamber, presently being occupied by Sh. Firoz Khan, S.A.O., in the Admn. Block. The chamber in the store section will be used for PAC & TAC meeting.

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

  
(Rakesh Kumar)  
Joint Director (Admn)

#### 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.
5. Sh. Pankaj Kumar, S.A.O., CSSRI, Karnal, with the request to handover the I.D/Password of CPGRAMS, Lin & GEM to the concerned officers or the Director.
6. All JDs/HDs/SIC/SFAOs/A.A.Os.,IVRI, Izatnagar.
7. PS. to Director, IVRI, Izatnagar.
8. All notice boards,
9. The Incharge, Aris Cell, IVRI, Izatnagar, for uploading on the Institute website.