



No.F.6-3/2016- E-I

Dated : May.....2020

### OFFICE ORDER

In compliance to the Office Order F.No. 35-2/2005-E.I dated 29.01.2020, **Sh. Manish Srivastava, A.A.O.** has been relieved from IVRI Campus, Mukteswar, on **12.05.2020** (A.N.) vide Office Order No 2-14/2016-Adm(M)/3334-40 dated 12.05.2020 and has **joined his duty at IVRI Izatnagar in the forenoon of 13.05.2020**. Sh. Manish Srivastava, A.A.O. is hereby posted in Purchase-I section, of this Institute with immediate effect until further orders.

This issues with the approval of the Director- IVRI.

  
14/5/2020  
Asstt. Adm. Officer (E.I)

#### Distribution:-

1. Sh. Manish Srivastava, A.A.O., Th.-SAO (U-II), IVRI, Izatnagar, with the request to take over the charge of Purchase-I section from Sh. Mohd. Wasim, A.A.O. and the copy of certificate of transfer of charge may be sent to this office for record. Further, he is also directed to take over all **duly listed** registers/files of purchase -I section.
2. Sh. Mohd. Wasim, A.A.O. Th.- S.A.O. (U-II), IVRI, Izatnagar, with the request to hand over the charge of Purchase-I section to Sh. Manish Srivastava, A.A.O.
3. The Asstt. Adm. Officer, IVRI Campus, Mukteswar, with the request to kindly make arrangement of sending the Personal file along with Service book with duly completed and attested leave Account of Sh. Manish Srivastava, A.A.O. to IVRI Izatnagar at the earliest, for further necessary action.
4. The A.F&A.O, IVRI campus, Mukteswar, with the request to kindly make arrangement of sending the LPC of Sh. Manish Srivastava, A.A.O. to IVRI Izatnagar at the earliest, for further necessary action
5. The Comptroller, IVRI, Izatnagar.
6. The Incharge, Communication Centre, IVRI Izatnagar.
7. The A.A.O. (OPR) / RTI / Cash / C.R.Cell, IVRI Izatnagar.
8. The Incharge, Aris Cell, for uploading on the Institute Website.
9. The PS to Director, IVRI Izatnagar.
10. Guard file