

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN-304501

F. No. 3(55)E/85/Adm.I/Vol.II/9874

Dated:17.10.2015

OFFICE ORDER

In partial modification of Office Order F.No. 3(55)E/85/Adm.I/Vol.II/ dated 11.06.2012, the Director has decided that in the absence of Shri Sita Ram Meena, Senior Technical Officer from Headquarters, Shri Trilok Nath Sharma, Technical Officer will look after the routine work of Incharge, Guest House, Avikanagar in addition to his own duties.

Also, it has been decided by the Director that Shri Sita Ram Meena will look after the permanent inventory of the Guest House, Avikanagar and all the consumable inventory will be under the charge of Shri Trilok Nath Sharma.

No extra remuneration will be paid for the additional duties assigned to him.

(S.K. Sankhyan)
Head of Office

Distribution:

1. Shri Sita Ram Meena, Senior Technical Officer & I/c Horticulture. He should handover the consumable inventory to Shri Trilok Nath Sharma and compliance report may send to this office.
2. Shri Trilok Nath Sharma, Technical Officer, Through I/c Horticulture. He should takeover the consumable inventory from Shri Sita Ram Meena and compliance report may send to this office.
3. Shri R.A. Sahu and I/c Store & Purchase Section
4. I/c Store & Purchase Section
5. Personal files
6. Incharge Estate Section /I.E. Unit
7. Incharge AKM Unit for uploading on Institute's website.
8. Guard File