

Indian Council of Agricultural Research
CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
AVIKANAGAR, RAJASTHAN – 304501

Date : 20.07.2021

OFFICE ORDER

Consequent upon transfer/posting of Shri Neeraj Tanwar, Senior Administrative Officer to ICAR-Head Quarter, New Delhi as Under Secretary (Tech.Services) vide Council's office order No.Admn.3-1/2017-Estt.I (Pt.II) dated 16.07.2021, the Competent Authority has decided that the following officers will perform the following duties in place of Sh. Neeraj Tanwar.

Shri Tanwar will hand over the complete charge of the following responsibilities to the following officers:

1. I/c Administration I Section - Chief Administrative Officer
2. I/c Security Section - Dr.Ajit Singh Mahla, Scientist
3. I/c Guest House, Avikanagar - Dr. Arvind , Scientist
4. ISO, Institute Nodal Officer - Sh. Sanjay Sharma, AAO

Hence, All the aforesaid Officers are requested to take over the concerned charge as above from Shri Neeraj Tanwar, Sr.AO with immediate effect under intimation to competent authority of the Institute.

No extra remuneration will be paid to them to perform the additional duties and responsibilities.

Sd/-
Suresh Kumar
Chief Administrative Officer
Phone No. 01437-220164
Email Id: cao.cswri@icar.gov.in

Distribution:-

1. Shri Neeraj Tanwar, Sr.AO.
2. Shri Suresh Kumar, CAO
3. Dr.Ajit Singh Mahla, Scientist Th. Head, AP&B Div. for further necessary action.
4. Dr. Arvind, Scientist Th. I/c LPT Section for further necessary action.
5. All Head of Division/Section In-charges of the Main Institute
6. Sub Stations (ARC, Bikaner/NTRS, Garsa/SRRC,Mannavanur)
7. PS to Director
8. I/c AKMU for uploading on the Institute website/E Office portal
9. Nodal Officer ERP/E-office
10. Incharge Security Section
11. Personal file of the concerned
12. Guard file