

F.No. 1(3)E/85/Adm.I/Vol.I/ 2399

Dated: 04.11.2020

**OFFICE ORDER**

In supersession of all previous office orders, it has been decided by the Competent Authority, CSWRI, Avikanagar that in absence of Incharge Purchase Section on Leave/Tour etc. I/c Store Section will perform the duties & responsibilities of Incharge Purchase Section and Vice Versa and on leave/Tour etc. of both officers; Shri Neeraj Tanwar, AO will perform the duties as Incharge Store & Purchase Section in addition to his own duties & responsibilities as per availability at the Head Quarter with immediate effect till further orders.

No extra remuneration will be paid to them for assigned additional duties & responsibilities.

*Neeraj*  
*4/11/2020*  
(Neeraj Tanwar)  
Administrative Officer

**Distribution:-**

1. Shri Neeraj Tanwar, AO & Incharge, Administration I Section
2. Shri Sanjay Sharma, AAO & Incharge, Purchase Section
3. Shri K.B. Bairwa, AAO & Incharge Store Section
4. Incharge, Audit & Accounts Section
5. All Head of Divisions/Section Incharges of Main Institute
6. PS to Director for information
7. Director's Cell
8. AKMU for uploading on the Institute website/e-office Notice Board
9. Personal file of the concerned
10. Guard file.