

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

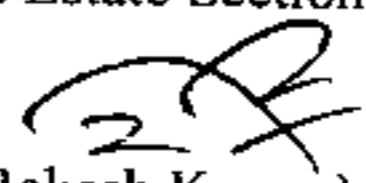
F. No. 3(55)E/85/Adm.I/Vol.II/ 11746

Dated: 06.02.2016

OFFICE ORDER

Consequent of joining of Shri Suresh Chand, Senior Technical Officer at Main Campus, Avikanagar, the Director has been pleased to distribute the work of Estate Section as follows till further orders:

- (1) Shri Chhotu Ram Garhwal, Senior Technical Officer & Incharge Estate Section, will now lookafter following work at Headquarter:-
 - (i) He will be responsible for maintenance of electrical works, running of Generator.
 - (ii) He will lookafter the work of digging borewells and their maintenance and water supply.
 - (iii) He will also lookafter the work of recoveries, if any, from the employees.
 - (iv) He will be responsible for allotment of quarters at Headquarter.
 - (v) He will lookafter maintenance of Intercom and BSNL telephone(s) of this Institute.
 - (vi) Any other duties assigned by the Director as and when required.
 - (vii) He will submit all files related to above work through Head of Office.
- (2) Shri Suresh Chand, Senior Technical Officer will lookafter duties as mentioned under-
 - (i) All Construction works of Headquarter and Regional Stations.
 - (ii) He will be responsible for settlement of all CPWD advances of Headquarter & Regional work.
 - (iii) He will be responsible for all maintenance work of office and residential campus of Headquarter.
 - (iv) Any other duties assigned by the Director as and when required.
 - (v) He will submit all files related to above work through Head of Office.
- (3) Sh. K.K. Prasad, Senior Technical Officer will assist to Shri C.R. Garhwal, STO.
- (4) Sh. M.S. Ghintala, Technical Officer will assist to Sh. Suresh Chand, STO.
- (5) Other technical, clerical and SSS staff will provide necessary support in the Estate Section.


(Rakesh Kumar)
Chief Administrative Officer

Distribution:

1. Shri Chhotu Ram Garhwal, Senior Technical Officer: He shall handover charge of related work to Shri Suresh Chand, STO and compliance report may be sent to this office immediately.
2. Shri Suresh Chand, Senior Technical Officer: He shall takeover the charge from Shri Chhotu Ram Garhwal, STO and compliance report may be sent to this office immediately.
3. All Head of Division(s)/Section Incharges, Main Campus, Avikanagar
4. Head(s), Sub-station(s): Bikaner/Garsa/Mannavanur
5. Admn.II Section
6. Audit & Accounts Section
- ✓ 7. Incharge AKMU for uploading on Institute's website
8. Personal File(s): concerned
9. Guard File