

भा.कृ.अ.प.-भारतीय चरागाह एवं चारा अनुसंधान संस्थान, झाँसी
ICAR- Indian Grassland and Fodder Research Institute, Jhansi

फा.सं. 06(II)/Misc/18-19

दिनांक: 10.06.2022

कार्यालय आदेश / OFFICE ORDER

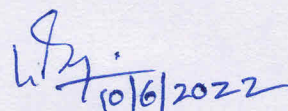
In super-session of previous orders on the subject henceforth, Director, IGFRI, Jhansi has been pleased to make following arrangements with immediate effect and until further orders during the leave/ tour period of following Sr. FAO AAOs.

S.No.	Name (S) of AAOs	Designation with present assigned work and also looked the work of CPIOs	During the leave/tour period of concerned AAOs, Nominated AAOs & CPIOs	In absence of both AAOs & CPIOs
1.	Sh. Rakesh Kumar	AAO (Establishment and Pension)	Sh.V.K. Paliwal	Sh.H.S.Yadav
2.	Sh.Yaspal Singh	Estate Section	Sh.R.K.Nayak	Sh.K.K.Sharma
3.	Sh. V.K. Paliwal	DDO, NO-RRS	Sh. Yash pal Singh	Sh. Rakesh Kumar
4.	Sh.K.K.Sharma	Legal	Sh.H.S.Yadav	Sh. V.K. Paliwal
5.	Sh.H.S.Yadav	Recruitment / Store Purchase /General Administration(CPIO)	Sh.K.K.Sharma	Sh.V.K.Tiwari
6.	Sh.V.K.Tiwari	DDO (MR) and Vehicle	Sh. Rakesh Kumar	Sh.R.K.Nayak
7.	Sh.R.K.Nayak	Store Physical, Records Room and Despatch	Sh.V.K.Tiwari	Sh. Yash pal Singh
8.	Sh. Mithlesh Kumar	Audit Section	Dr. Shahid Ahmad	Dr. P.N. Dwivedi

For performing these additional responsibilities they will not be entitled any extra remuneration.

Further, while proceeding on leave/tour each officer will hand over a list of important works/files to his successor so that work may not suffer. This list will be signed by both officers and a copy of the same will be sent to the Head of Office.

This issues with the approval of Director, IGFRI, Jhansi


Sr. Administrative Officer/H.O.O

Distribution

1. All above AAOs, for kind information.
2. Sr.F&AO/F.A.A. for kind information.
3. All Heads of Division/PC(FCU)/ All Unit Incharges, for kind information.
4. I/C Director for kind information of the Director.