

ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
ESTABLISHMENT-V SECTION
KARNAL-HARYANA

No.F.14-17/2005/E-V/ 433 - 443

Dated: 02.9.2021
03

OFFICE ORDER

Due to the joining/promotion of the Administrative staff, the Competent Authority has decided following seating arrangement as per the details given below:

1. The E-V (Coord) Section may be shifted to the room presently occupied by staff of C& B Section i.e. Ms Meera Rani & Sh. Anil kumar.
2. The above staff of C&B Section may be shifted to the room presently occupied by Chief Administrative Officer i.e between C&B and E-V Section.
3. The office of Joint Director (Admn.) & R may be allotted to Chief Administrative Officer (Sr. Grade) and his staff.
4. The room being vacated by E-V Section may be allotted to Chief Administrative Officer and his staff by making its partition.
5. Hanuvarta Kaksh is temporarily allotted to Chief Administrative Officer (Sh. Purwar) till completion of his chamber i.e. E-V Section.
6. The staff of Chief Administrative Officer will seat in E-III Section till further orders.
7. On joining of new Joint Director (Admn.) & Senior Registrar, the present Video Conference Room may be allotted to him. The Video-conferencing facilities may be developed in Matangi Hall.
8. The AO, Purchase Section and Maintenance Engineer are assigned the duties to make necessary arrangements to provide/purchase all logistic requirements to develop the office of Chief Administrative Officer and Joint Director (Admn) i.e. E-V Section and Video Conference Room.

(This issues with the approval of Director, NDRI, Karnal.)

Ram
29/9/21

Asstt. Administrative Officer

Cc:-

1. The Joint Director (A&R)/Chief Admn. Officer(Sr.Grade), ICAR-NDRI, Karnal.
2. The Comptroller, ICAR-NDRI, Karnal.
3. The Chief Administrative Officer, ICAR-NDRI, Karnal.
4. Sr. Admn. Officer, E-V (Coordination), ICAR- NDRI, Karnal.
5. PS to Director for kind information to the Director, ICAR-NDRI, Karnal.
6. The Maintenance Engineer, ICAR, NDRI, Karnal.
7. I/C Estate, ICAR-NDRI, Karnal, for providing necessary labour etc.
8. AAO, C&B-I & II, ICAR-NDRI, Karnal.
9. AAO, C&B-III, ICAR-NDRI, Karnal.
10. AO (Purchase), ICAR-NDRI, Karnal.
- ✓ 11. I/C Computer Center, ICAR-NDRI, Karnal for upload the same on e-office Notice Board/website .