

**ICAR- Central Research Institute for Jute and Allied Fibres,  
Barrackpore, Kolkata.**

**F.No.:** 2(1)/Adm.I/2020-21

**Date:** 19.05.2020

**OFFICE ORDER**

Director, ICAR-CRIJAF has been pleased to nominate the following Officers as Link Officers/Nodal Officers with the following working arrangements w.e.f. 01.06.2020 in view of superannuation of Sh. Prahlad Singh, Administrative Officer on 31.05.2020 until new Administrative Officer joins at ICAR-CRIJAF:

1. In the absence of CAO ( due to being on leave, tour, training , in/ on other meeting / duty etc.), who is designated as the Head of Office , ICAR-CRIJAF , Sri Ravi Mishra , AAO(P), ICAR-CRIJAF will be designated as the Head of Office as the Link Officer of CAO, ICAR-CRIJAF.
2. The Chief Administrative Officer, ICAR-CRIJAF is designated as the Nodal Officer, e-Office, ICAR-CRIJAF.
3. Sri Ravi Mishra, Assistant Administrative Officer (Purchase), ICAR-CRIJAF is designated as the Nodal Officer, e-Procurement, ICAR-CRIJAF and GeM, ICAR-CRIJAF.
4. Sri Subrata Bhattacharyya, Assistant Administrative Officer (Adm-I), ICAR-CRIJAF is designated as the Nodal Officer, AEBAS, ICAR-CRIJAF.

All the above working arrangements shall be operational until a new Administrative Officer joins at ICAR-CRIJAF and after his joining; he will be designated as Link Officer/Nodal Officers for the above Sl. No. 1, 2, 3 & 4.

This issues with the approval of the Director, ICAR-CRIJAF.

sd/-  
(Subrata Bhattacharyya)  
Assistant Administrative Officer (Adm1)

**Copy for information and necessary action to:**

1. All the Divisions./Sections/Units/RSs/KVKs, ICAR-CRIJAF for information.
2. The Chief Administrative Officer, ICAR-CRIJAF.
3. The Administrative Officer, ICAR-CRIJAF with the request to hand over all the credentials, files, documents etc. to the newly designated Nodal officers for seamless transition of official works while handing over and taking over of charges.
4. The AAO (Purchase), ICAR-CRIJAF.
5. The AAO (Adm.I), ICAR-CRIJAF.
6. The In-charge, AKMU, ICAR-CRIJAF.
7. The E-office support team, ICAR-IASRI, New Delhi for information.
8. PS to Director, ICAR-CRIJAF
9. PA to CAO, ICAR-CRIJAF.