

1538



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
NILGANJ : BARRACKPORE: KOLKATA-700120 : WEST BENGAL
Ph. Off.: (033) 2535-8052, 2535-1932, 2535-6121, 2535-6122
Fax: (033) 2535-0415



F. No. 26(16)/2016-17/ 8102-8112

Dated: 28th October, 2016**OFFICE ORDER**

29/10/16

Consequent upon his promotion and joining w.e.f. 26.10.2016(F/N) to the post of Asstt. Administrative Officer, Sri Subrata Kumar Pal is hereby posted as Incharge of **Store Section** of this Institute. Accordingly, reallocation of staff members under Purchase Section and Store Section is shown below :

Purchase Section	Store Section
Sri Ravi Mishra, AAO	Sri Subrata Kr. Pal, AAO
Sri Chandan Kr. Verma, Assistant	Sri Sankar Shome, Assistant
Sri Soumya Roy, UDC	Sri Sandhi Biswas, LDC

Sri Pal is directed to take over the charge of Store Section from Sri Ravi Mishra, AAO. In addition to present allotment of duties under Store Section, processing the indents of Chemicals and Glasswares is hereby transferred from Purchase Section which should be allocated to the existing staff members of Store Section.

In absence of AAO(Purchase), Sri Pal will look after the work of Purchase Section and the same will applicable to Sri Ravi Mishra in absence of Sri Pal.

This issues with the approval of the Competent Authority and will remain effect till further orders.

HEAD OF OFFICE

Copy for information and necessary action to :-

1. Sri Subrata Kumar Pal, Asstt. Administrative Officer, CRIJAF.
2. Sri Ravi Mishra, Asstt. Administrative Officer, CRIJAF. He is requested to hand over the charges of Store Section alongwith responsibilities of purchasing Chemicals and Glasswares to Sri S.K. Pal, AAO.
3. Sri Sankar Shome, Asstt., Stores Section, CRIJAF.
4. Sri Sandhi Biswas, LDC, Stores Section, CRIJAF.
5. Sri C.K. Verma, Asstt., Purchase Sec., CRIJAF.
6. Sri Soumya Roy, UDC, Purchase Sec., CRIJAF.
7. All Head of Divisions/Sections, CRIJAF.
8. The SFAO, CRIJAF.
9. The AAO/DDO, CRIJAF.
10. Head, AKMU, CRIJAF with a request to upload in the CRIJAF website.
11. Personal File/Service Book of Sri Pal.
12. Guard File.