



F. No. 25(62)/2016-17/ 8164 - 95

Dated: 31<sup>st</sup> October, 2016

**OFFICE ORDER**

The undersigned has been pleased to relieve Dr. Ritesh Saha, Principal Scientist & Head of Office, CRIJAF from the additional duty of Head of Office, CRIJAF w.e.f. 31.10.2016(A/N) as requested by him for engaging himself fully in research work.

As posting of regular Administrative Officer is yet to be received from the Council, the undersigned has also been pleased to assign Dr. Suniti Kumar Jha, Principal Scientist to act as Incharge Administrative Officer & Head of Office, CRIJAF in addition to his assigned scientific work in the Agril. Extension Section and without any extra remuneration. Dr. Jha will enjoy all administrative & financial power as vested to the Administrative Officer by the Council. In his absence, Dr. Ritesh Saha will look after the day-to day administrative issues.

Dr. Jha is hereby requested to take over the charge of Administrative Officer and Head of Office, CRIJAF w.e.f. the afternoon of 31.10.2016 from Dr. Ritesh Saha.

In addition to above, Dr. Jha will take necessary support from Dr. Ritesh Saha regarding administrative issues related to the ensuing Common Written Examination for filling up the positions of LDC in CRIJAF.

This will remain effect till further orders.

*P. C. Mukherjee*  
**DIRECTOR** 31/10/16

*Copy for information and necessary action to :-*

1. Dr. Ritesh Saha, Pr. Scientist & Head of Office, CRIJAF.
2. Dr. Suniti Kr. Jha, Pr. Scientist through the Scientist Incharge, Agril. Extension Section, CRIJAF.
3. All Head of Divisions/Sections, CRIJAF.
4. Dr. A.K. Singh, Nodal Officer(KVK), CRIJAF.
5. Dr. S. Satpathy, Vigilance Officer, CRIJAF.
6. Dr. M.S. Behera, Transparency Officer, CRIJAF.
7. All Scientist Incharges, CRIJAF Sub-Station.
8. The Programme Coordinator, KVK, Bud Bud, Burdwan, W.B.
9. PS to Director, CRIJAF.
10. PA to Head of Office, CRIJAF.
11. Head, AKMU, CRIJAF with a request to upload in the CRIJAF website.
12. Dr. A.K. Chakraborty, Scientist & Nodal Officer (FMS-MIS), CRIJAF.
13. Service Book/Personal Files of Dr. R. Saha & Dr. S.K. Jha.
14. Guard File.