

भाकृअनुप - केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

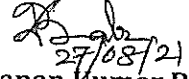
नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल
NILGANJ, BARRACKPORE, KOLKATA-700121, WEST BENGAL

F.No: 26(57)-Per/2017-18/(e- 59303)

Dated: 27.08.2021

OFFICE ORDER

In pursuance of Council's Office Order Admn. F.No.6-2/2019-Estt.I dated 27th August, 2021 and based on the No Dues Certificate obtained from different sections/divisions/units of this Institute, Director, ICAR-CRIJAF has been pleased to relieve Shri P.K. Jain, Chief Administrative Officer, ICAR-CRIJAF on 27.08.2021 (A/N) to enable him to join ICAR-NBPGR, New Delhi to the post of Director/CAO (Sr. Grade).

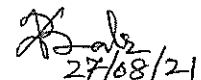

27/08/21

(Swapan Kumar Bala)

Asstt. Administrative Officer (Admn.II) &
Link Officer of AAO (Admn.I)

Copy for information/necessary action to :-

1. Shri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF with the request to hand over the charge of Head of Office to Sri Ravi Mishra, AAO (P), ICAR-CRIJAF.
2. Shri Ravi Mishra, AAO (P), ICAR-CRIJAF with the request to take over the charge of Head of Office, ICAR-CRIJAF in addition to his regular work without any extra remuneration.
3. The Director, ICAR-NBPGR, New Delhi.
4. All Heads/ Incharges, Divisions/Sections/Units/Regional Stations/KVKs ICAR-CRIJAF.
5. The Under Secretary (Admn.), Indian Council of Agricultural Research, New Delhi.
6. The Under Secretary (Crop Science), Indian Council of Agricultural Research, New Delhi.
7. The I/C Internal Finance, ICAR-CRIJAF with the request to transfer the GPF Account in respect of Shri Jain to ICAR-NBPGR, New Delhi.
8. The AAO/DDO, CRIJAF with a request to issue Last Pay Certificate in respect of Shri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF upto 31.08.2021 (A/N) and handed over to him.
9. The AAO (Adm.II), ICAR-CRIJAF with the request to make necessary entries in the Service Book of Shri P.K. Jain, CAO and take appropriate action to forward the Service Book to ICAR-NBPGR, New Delhi after completion of all formalities including Service Verification and updation of leave account and also make necessary entries in the service book of Sri Ravi Mishra, AAO(P).
10. The Nodal Officer, AEBAS, ICAR-CRIJAF with the request to transfer his AEBAS to ICAR-NBPGR, New Delhi.
11. Dr. N. M. Alam, Sr.Scientist and Nodal Officer, ERP, FMS/MIS, ICAR-CRIJAF to transfer his ERP account to ICAR-NBPGR, New Delhi.
12. The Nodal Officer, E-Office, ICAR-CRIJAF to transfer his e-office account to ICAR-NBPGR, New Delhi.
13. Service Book/Personal File of concerned officers of ICAR-CRIJAF.
14. Guard File.
15. Spare Copy.


27/08/21

(Swapan Kumar Bala)

Asstt. Administrative Officer (Admn.II) &
Link Officer of AAO (Admn.I)