



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
(भारतीय कृषि अनुसंधान परिषद)



NILGANJ : BARRACKPORE: KOLKATA-700121 : WEST BENGAL

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल

Ph. Off.: (033) 2535-8052, 2535-1932, 2535-6121, 2535-6122

Fax: (033) 2535-0415, E.mail: crijaf-wb@nic.in

F.No.: 2-17/2021-22/

Date- 24.12.2021

OFFICE ORDER

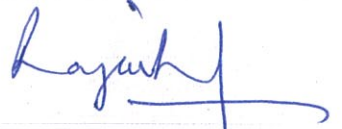
For smooth functioning of day to day Administrative work at the Institute the Administrative Staffs are re-allocated duties as per details below, with immediate effect and until further orders:

Sl. No.	Name and designation of the staff	Duties assigned
Director Cell		
1.	Sri Subrata Biswas	PS
2.	Sri Manoj Kumar Roy	Assistant
Head of Office Cell		
1.	Ms Neena Mandal	PA
Administration - I		
1.	Ms. Sohini Bhattacharya	AAO & In-charge of the Section
2.	Sri Sushanta Dey,	PA
3.	Sri Ritesh Kumar	Assistant (Forenoon)
4.	Sri Avirup Das	Assistant
Administration - II		
1.	Sri Pankaj Kumar Das	AAO & In-charge of the Section
2.	Sri Chandan Kumar Verma	Assistant
3.	Ms Satarupa Roychowdhury	Assistant
4.	Sri Surajit Barman	Assistant
Purchase section		
1.	Sri Ravi Mishra	AAO & In-charge of the Section
2.	Sri Tridib Ghosh	Assistant
3.	Sri Kamal Dasgupta	Assistant
Stores Section		
1.	Sri Subrata Kumar Pal	AAO & In-charge of the Section
2.	Sri Sribash Dey	Assistant
4.	Sri Sonu Kumar Suman	Assistant
Bill Section		
1.	Sri Raj Kumar Ghosh	AAO/DDO & In-charge of the Section
2.	Sri Gopal Chandra Dey	AAO
3.	Sri Bhol Nath Dey	Assistant
4.	Sri Amit Kumar Mandal	UDC
Audit and Accounts Section		
1.	Sri Dilip Kumar Barua,	AAO and Incharge of the Section
2.	Sri Ritesh Kumar	Assistant (Afternoon)
3.	Sri Soumya Roy	Assistant
4.	Sri Sandhi Biswas	UDC
5.	Sri Avishek Barua	UDC

The minute description of duties to each staff shall be done by the respective AAO/Section In-charge in consultation with the Head of Office.

In addition to the above allocated duties, Administrative Staffs may be assigned duties by the Competent Authority as deemed fit in the interest of this Institute, from time to time.

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



(Rajeev Lal)

Head of Office, ICAR-CRIJAF

Copy for information and necessary action please:

1. To all the above concerned officials through their In-charges/Head of Office, ICAR-CRIJAF.
2. All the HoDs/In-charges, Divisions/Sections/Units/Regional Stations/KVKs, ICAR-CRIJAF, Barrackpore.
3. In-charge, AKMU, ICAR-CRIJAF with the request to upload the Office order in the ICAR-CRIJAF website and also to update the website accordingly.
4. The Nodal Officer, ERP, FMS-MIS, ICAR-CRIJAF.
5. The Nodal Officer, E-Office, ICAR-CRIJAF.
6. PS to Director, ICAR-CRIJAF.
7. PA to Head of Office, ICAR-CRIJAF.