



भारतीय कृषि अनुसंधान परिषद
THE EARTH - ONE FAMILY - ONE FUTURE



An ISO 9001:2015 Certified Institute
भा.कृ.अ.प.-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

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F.No. 2-1/AO (Misc.)/2022-23/

Date: 31.05.2023

OFFICE ORDER

Director, ICAR-CRIJAF has been pleased to re-arrange the posting of Administrative Staff (Section wise) at ICAR-CRIJAF, Barrackpore which with immediate effect till further orders. The Incharges of different Sections will distribute the work amongst the respective staff of the Section for smooth and seamless functioning. The officials will hand over the charge to the new incumbent and take charge accordingly and other staff members who have been proposed for posting in other section will also report accordingly. . Administration Section will be merged as Administration Section (Establishment) instead of Adm.1 and Adm.2.

A. Administrative Officer/Head of Office cell: Smt. Neena Mandal, P.A.

B. Director's Cell:

1. Sri S. Biswas, PS
2. Sri Manoj Kr. Roy, AAO. He will be attached to Director's Cell and also continue to act as Incharge, Transport and Vehicle Management Committee.

C. Audit & Accounts Section:

1. Shri Raj Kumar Ghosh, AAO & Incharge, Internal Audit
2. Shri Bhola Nath Dey, Assistant
3. Shri Soumya Roy, Assistant
4. Shri Sandhi Biswas, UDC
5. Shri Avishek Barua, UDC

D. Administration Section (Establishment) :

1. Shri Dilip Kumar Barua, AAO & Incharge, AS(E). He will also act as Link Officer in the event of Head of Office being on leave/training/tour or when in other duty (ies).
2. Shri Ritesh Kumar, AAO
3. Shri Sushanta Dey, P.A
4. Shri Chandan Kumar Verma, Assistant
5. Smt. Satarupa Roychowdhury, Assistant
6. Shri Surajit Barman, Assistant

E. Bill / DDO Section:

1. Shri Sribash Dey, AAO/DDO & Incharge, Bill Section
2. Shri Pankaj Kumar Das, AAO
3. Shri Kamal Dasgupta, Assistant
4. Shri Amit Kumar Mandal, Assistant

F. Purchase & Stores Section:

1. Ms Sohini Bhattacharya, AAO & Incharge, P&S Section
2. Shri Tridib Ghosh, Assistant
3. Shri Avirup Das, Assistant
4. Shri Sonu Kumar Suman, Assistant

The Consignee name of present AAO(P&S) will continue to be used till such time all bids/orders which have been invited/placed on GEM are finalized/delivered and shall be closed thereafter. Subsequently efforts to be taken for the said bids/orders to be converted/transferred to the account of newly assigned AAO(P&S), if possible through GeM.


Administrative Officer

Distribution:

1. All concerned through their respective Incharges
2. All Incharges of Sections/Divisions/Units/Sub-Stations
3. Heads of KVK, Burdwan and KVK, North 24 Parganas
4. Incharge, AKMU for uploading in the Institute's website
5. PA to Administrative Officer, ICAR-CRIJAF
6. PS to Director, ICAR-CRIJAF