



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)
ICAR-National Dairy Research Institute (Deemed University)
करनाल, हरियाणा (भारत). पिन-132001.
Karnal, Haryana (India). PIN-132001



(स्थापना अनुभाग-एक / Establishment Section-I)

No.F.12-106/11/ e-79588/E.I(S)/641-660

Dated: 17th March, 2023

सेवा में,

प्रभारी, कम्प्युटर सेंटर,
भाकृअनुप-राडेअनुसं,
करनाल

महोदय,

कृप्या इस पत्र के साथ संलग्न पत्र/दस्तावेज आवश्यक कार्यवाही हेतु देखें।

धन्यवाद।

संलग्न - उपरोक्तनुसार

भवदीया,

सोनिका
17/3/2023

(सोनिका यादव)

सहा. प्रशा. अधिकारी



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)
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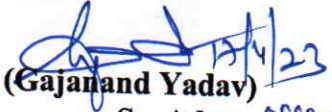
Dated: 17th April, 2023

OFFICE ORDER

Consequent upon transfer of Sh. K.L. Meena, CAO (SG) vide Council's Office Order No. Admn. 33-8/2021/Estt.I dated 13.02.2023 followed by Office Order of even no. dated 15.03.2023 and his relieving in the afternoon of dated 06.04.2023, the Director, ICAR-National Dairy Research Institute, Karnal has decided the following work arrangement amongst the following officers of this Institute with immediate effect till further orders:

1. All files related to Purchase, E-V (Pension Section), E-V (Coordination) Section etc. which were earlier routed through Sh. K.L. Meena, CAO(SG) will be submitted directly to Joint Director (Admn.) cum Sr. Registrar by the concerned SAO/CAO.
2. Sh. Dinesh Nagpal, CAO will act as member of SCSP committee in place of Sh. K.L. Meena, CAO (SG).
3. Sh. B.D. Phansal, Joint Director(Admn.) cum Sr. Registrar will act as First Appellate Authority (FAA) under RTI Act, 2005 for the matters pertaining to Establishment Sections (E-I, II,III,IV), E-V Section including works,Pension, APAR, Disp. & RTI Cell, Purchase Section & C&B Sections-I,II &III).
4. Responsibilities related to CPP Portal and Primary User in GeM portal is assigned to Sh. Ravinder, SAO (Purchase) in place of Sh. K.L. Meena, CAO (SG).

Further, during the absence of Joint Director (Admn.) cum Sr. Registrar due to tour, leave etc, Sh. Dinesh Nagpal, CAO will look after the charge of Head of Office.


(Gajanan Yadav)
Sr. Admn. Officer

DISTRIBUTION:

1. Sh. B.D. Phansal, Joint Director (Admn.) cum Sr.Registrar, ICAR- NDRI, Karnal.
2. Sh. Dinesh Nagpal, CAO, ICAR-NDRI, Karnal.
3. Sh. Ravinder, SAO (Purchase), ICAR-NDRI, Karnal.
4. Sh. K.L. Meena, CAO (SG), ICAR-CIFE, Mumbai.
5. Dr. A.K. Puniya, Chairman of SCSP committee & PS, DM Division, ICAR-NDRI, Karnal.
6. Dr. Gopal Sankhala, Member Secy. of SCSP committee, Nodal Officer & Acting Head, Extension Division, ICAR-NDRI, Karnal.
7. Nodal Officer, RTI-MIS Portal, ICAR-NDRI, Karnal.
8. Concerned CPIOs, ICAR-NDRI, Karnal.

9. Transparency Officer, ICAR-NDRI, Karnal.
10. PPS to the Joint Director (Admn.) cum Sr.Registrar, ICAR- NDRI, Karnal.
11. The Joint Director (Academics), ICAR- NDRI, Karnal
- 12.The Joint Director (Research), ICAR- NDRI, Karnal
- 13.The Comptroller/SFAO, ICAR- NDRI, Karnal
- 14.SAO/AOs/AOs of concerned Sections, ICAR-NDRI, Karnal.
- 15.The Heads SRS/ERS, Bangalore/Kalyani.
- 16.Deputy Director (OL), ICAR-NDRI, Karnal.
- 17.PPS to Director for kind information of the Director, ICAR-NDRI-Karnal.
- 18.Incharge Computer Centre for uploading on the e-Office Notice Board of NDRI & Institute's Website.
- 19.Personal files of the officers concerned.
- 20.Guard File.