



F.No.11(15)/2020/Estt

Dated 5th September 2022

OFFICE ORDER

The following officials have been re-allocated the duties in the respective section mentioned as under with immediate effect and until further orders:-

Sr. No.	Name of the Employee	Allotted Work /Section
Administrative Officer		
1	Mrs. Poonam Behl	Establishment & Court Cases
2	Mr. Yogesh Pathare	Drawing & Disbursing Officer
Assistant Administrative Officer		
1	Mrs. F. G. Fernandes	Academic & Examination Cell
2	Mrs. C. S. Khundol	Audit (Pension Cell)
3	Mrs. Swati S. Koli	Purchase Section
4	Mr. Vijay S. Kuveskar	Job Contract Cell
5	Mr. Suraj Gupta	Work & Utility Section
6	Mr. Devendra V.Raorane	Establishment Section
7	Mrs. Sanyuja S.Parab	Stores Section
Incharges of Security/Estate/Works/Guest House/Vehicles		
1	Mr. Dasari Bhoomaiah, Chief Technical Officer	OIC Vehicles
2	Dr. Chandrakant M.H., Asstt. Chief Tech.Officer	OIC Estate, OIC Works & OIC Guest House
3	Dr. Pawan Kumar, Technical Officer	OIC Security

- The newly created "Works & Utility Section" will process all proposals related to Estate/Works, Guest House and Vehicles having administrative & financial implications. The Officer Incharges of Estate/Works, Guest House and Vehicles and Security shall report to the Joint Secretary.
- The Joint Secretary will act as the Head of Office of the Institute. He will operate Central Imprest. He will approve & sanction administrative and financial proposals as Head of Office.
- The Scientists who were assigned duties of OIC Works, OIC JCC, OIC Security are relieved of their duties with immediate effect. They may hand over their charges to the respective Controlling Officers.
- For faster disposal, both the AOs will put up files/proposals directly to the Joint Secretary. All AAOs will route it through the SAO.

This issues with the approval of Director.

(B.L.Kokkula)
Sr. Administrative Officer

Distribution:

1. Director / Joint Director Cell
2. Joint Secretary / Comptroller
3. All concerned Officials
4. All HODs/Vigilance Officer
5. SAO/ PPS to JS/ AOs/F&AO / All AAOs /AFAO
6. Officer Incharges of Regional Centres
7. Personal File of the Concerned.
8. staff.all@cife.edu.in
9. Secretary, IJSC.
10. webmaster@cife.edu.in.
11. Guard File