



F. No. 11- 9/2020/Estt./

Dated 29th July 2021

Office Order

The following arrangements are made with immediate effect and until further orders.

During the absence of the Asstt. Administrative Officers of the Institute as in Column 'A', the AAOs in Column 'B' will look after their duties and in case the AAOs in both 'A' and 'B' are absent on leave etc., the AAOs in Column 'C' will look after their duties. The details of the arrangements are as under :-

SI No	(A)	(B)	(C)
1	Mrs. Poonam Behl	Mrs. F.G.Fernandes	Ms. C.S.Khundol
2	Mrs. F.G.Fernandes	Mrs. Poonam Behl	Mrs. Swati S. Koli
3	Ms. C.S.Khundol	Mrs. F.G.Fernandes	Sh. Vijay S.Kuveskar
4	Mrs. Swati S. Koli	Sh. Vijay S.Kuveskar	Mrs. F.G.Fernandes
5	Sh. Vijay S. Kuveskar	Mrs. Swati S. Koli	Ms. C.S.Khundol

This supercedes the earlier office order dated 28.11.2020.

This is issued with the approval of the Director.

Senior Administrative Officer (I/C)

Distribution:

1. All AAOs
2. All HODs/Section Incharges
3. Chief F&A.O./ AFAO
4. Vigilance Officer
5. Director Cell
6. Secretary, IJSC, CIFE, Mumbai
7. Leave file / Personal file
8. Guard file