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F.No. 11(2)2016/Estt./

Dated 13th February 2019

OFFICE ORDER

With reference to the Office Order No.36-65/18-19/Tender/Cont. Manpower dated 18th September 2018, Mrs. F.G.Fernandes, Asstt. Administrative Officer will look after all the works related to manpower i.e. timely preparation of all monthly bills of manpower of the Headquarters and its Regional Centres including tender preparation & maintaining of all labour records. Mr. Pradeep G. Angne, UDC will assist her for the manpower related work alongwith her/his regular duties assigned to them.

This issues with the approval of the Director.


Senior Administrative Officer

Distribution:

1. Mrs. F.G.Fernandes, AAO. She may take over the all the files from the Purchase Section.
2. Sh. Pradeep Angne, UDC
3. Dr. Subodh Gupta, Officer Incharge (Manpower)
4. Dr. Aparna Chaudhari, Chairperson, Manpower Cell
5. Dr. Ashok Kumar Jaiswar, PS / Member, Manpower Cell
6. Director Cell
7. All Heads of Divisions and Incharge of Sections/Cells/Units.
8. Officer Incharge of CIFE Regional Centres
9. CF&AO/FAO/AOs/AFAO/ DDO/ AAO (Purchase)
10. Secretary, IJSC.
11. Personal file of the concerned.
12. webmaster@cife.edu.in
13. Guard File.