



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,
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No.35(1)/2022/CAO(SG)/

Dated 27th June, 2022

OFFICE ORDER

To increase work efficiency and for better accountability & management, the following responsibilities has been reassigned :

1. The JCC Cell is merged with Purchase Section and Shri Suraj Gupta, AAO shall lookafter the new Purchase & Contract Section. The AAO (Purchase & Contract Section) and AAO (Stores Section) shall report to Shri Yogesh Pathare, AO(II).
2. Shri Yogesh Pathare, AO(II) is nominated as Labour Welfare Officer & Security Officer with respect to ICAR-CIFE and its Regional Centres.
3. Mrs.Poonam Behl, AO(I) may continue to look after the Establishment Section and Court Cases of the Institute.
4. Shri.B.L.Kokkula, SAO & Registrar and who is also assigned as Head of Office will directly deal with Academic & Cash Section.
5. The SAO, AO(I) & AO(II) may submit files to the Finance/ Joint Director / Director as the case may be. In cases of policy nature/prime importance wherever opinion of Head of Administration/CAO with additional charges is required, the respective AO, shall submit files to the SAO for further submission to the CAO vide e-office.
6. In all cases involving financial liability of more than Rs.2,000/- the file/proposal shall be send to Audit for financial concurrence.

This issues with the approval of the Director.

P. Behl
27/6/22
(Poonam Behl)

Administrative Officer

Distribution:

1. All the above concerned
2. Director/Jt.Director Cell
3. All HOD's/Nodal Officer, Regional Centre
4. Comptroller/SAO/AO/AAO's/AFAO
5. Officer Incharge of Regional Centres
6. Estate Officer
7. Vigilance Officer
8. webmaster@cife.edu.in
9. Guard File