



कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

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File No.A-22011/2/2015-ADM(Personnel)

20.04.2020

ORDER

Subject:- Charge arrangement – reg.

Further to this Section' s email dated 31st March 2020 on charge arrangement in Central Coir Research Institute, Kalavoor, Alleppey, on account of superannuation of Dr. Das Anitha Ravindranath, Director, RDT&E, CCRI, Smt. Anita Jacob, Regional Officer, Kerala presently based at Head Office is given the overall charge of CCRI, with effect from 1st April 2020, for ensuring smooth and uninterrupted day to day functioning of the Institute, till a regular incumbent is posted as Director, RDT&E. It will be ensured that the Institute resumes it functioning as per the Covid 19 Protocols of the Govt. of India as well as State Govts/District/Local Administrations.

The Regional Officer, Kerala, is hereby authorized to incur expenditure for meeting the day to day activities of the Hindustan Coir Factory, also, within the existing delegated powers, in line with the order No. A-22011/1/2016-ADM(Personnel)-Part (1) dated 07.03.2019 issued by Adm (Personnel) Section.

This issues with the approval of Chairman, Coir Board and will take effect from 01/04/2020.

Sd/-

SECRETARY

Approved for Issue

Sd/-

ADMINISTRATIVE OFFICER

To

1. Smt.Anita Jacob, Regional Officer, Kerala

Copy to:

1. CCRI, Kalavoor
2. Joint Director (Plg.)

Contd...

3. Joint Director (Tech.),CICT, Bangalore
4. Senior Accounts Officer
4. Deputy Director(ID)
5. Deputy Director (S & T)
6. All Sections/Branch Officers in the Head Office
7. All Sub Offices and SR&SDs
8. Accounts Section
9. Personal File
- 10.Stock File
- 11.E-office Notice Board
- 12.Coir Board Website