



# कयर बोर्ड Coir Board

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

कयर हाउस, एम.जी. रोड, कोची - 682016  
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A-27/1/2015-ADM(PERSONNEL)

28.05.2020

## ORDER

**Sub: Superannuation of Shri Muralitharan K, Showroom Manager Grade-III, SR&SD, Madurai – Charge arrangement – reg.**

Consequent on superannuation of Shri Muralitharan K, Showroom Manager Grade-III, SR&SD, Madurai in the afternoon of 30.05.2020, Smt.Jayarani V, Assistant Showroom Manager is given the charge of the SR&SD, Madurai, until further orders. Shri Muralitharan K shall handover the charge of SR & SD, Madurai to Smt.Jayarani and the charge of SR&SD, Chennai to Shri Kumara S, Assistant Showroom Manager, including all the official belongings etc., forthwith.

This issues with the approval of Chairman, Coir Board.

*Approved for issue*

Sd/-  
SECRETARY

ADMINISTRATIVE OFFICER

To

- (1) Shri Muralitharan K,  
Showroom Manager Grade-III,  
SR&SD, Madurai -He will hand over the charge of SR&SD, Madurai to Smt.Jayarani V  
and the charge of SR&SD, Chennai to Shri Kumara S, both ASMs.
- (2) Smt.Jayarani V,  
Assistant Showroom Manager,  
SR&SD, Madurai - She will take over the charge of SR&SD, Madurai, as above, and  
forward a handing over/taking over report to Head Office, for  
records.
- (3) Shri Kumara S  
Assistant Showroom Manager,  
SR&SD, Chennai - He will take over the charge of SR&SD, Chennai, as above, and  
forward a handing over/taking over report to Head Office, for  
records

Copy to:

1. The Director, RDTE i.c .,CCRI, Kalavoor, Alleppey
2. Joint Director (Plg.) & Director(Mktg.) i.c.
3. Senior Accounts Officer
4. Development Officer(Mktg.)
5. SR&SD, Madurai
6. SR&SD, Chennai
7. Domestic Marketing Section
8. All Sections/Branch Officers in the Head Office
9. All Sub Offices and SR & SDs
10. Accounts Section
11. Personal File
12. Stock file
13. E-Office Notice Board
14. Coir Board Website