



कोयर बोर्ड Coir Board

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

कोयर हाउस, एम.जी. रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
ता. / Gram : COIR BOARD
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OFFICE ORDER NO. 41..... DATED. 15.01.2021

Sub: Estt:- Transfer & Posting - reg.

Smt. H. Kantha, Showroom Manager Grade III, presently working in the Showroom and Sales Depot, Chennai is transferred and posted to Showroom and Sales Depot, Bangalore as Showroom-in-charge with immediate effect.

Since the transfer of Smt. H. Kantha is as per her request, she will not be eligible for Transfer Grant.

Shri. Kumara S, Assistant Showroom Manager, working in the SR&SD, Chennai is given the charge of the SR&SD, Chennai, until further orders.

Smt. Kantha is instructed to report for duty at the new place of posting after handing over of all official belongings etc., if any, held by her under proper authentication.

This issues with the approval of Chairman, Coir Board.

Sd/-
SECRETARY

Approved for issue


ADMINISTRATIVE OFFICER

To

1. Smt. H. Kantha,
Showroom Manager Grade III, SR &SD, Coir Board, Chennai.
2. Shri. Kumara S, Asst. Showroom Manager, SR &SD, Coir Board, Chennai.

Copy to:

1. The Director (RDTE) i/c
2. The Director(Mktg.) (i/c)
3. Joint Director(Plg.)
4. Senior Accounts Officer
5. Development Officer (M)
6. The Manager, SR&SD, Chennai
7. The Manager, SR&SD, Bangalore
8. Accounts Department
9. All Sections/Branch Officers in the Head Office
10. All Sub Offices and SR&SDs
11. Personal file
12. Stock file.
13. Coir Board website and e-office Notice Board

(Issued from file No. A-21021/1/2017-ADM(PERSONNEL))