



सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Government of India

कार्य बोर्ड COIR BOARD

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कार्यालय आदेश संख्या..... 48 दि..... 19-08-2024
OFFICE ORDER NO..... DATED.....

Sub: Estt.-Transfer and Posting – reg.

In order to ensure smooth functioning, increase efficiency by utilizing the available staff strength at optimum level and thereby effective implementation of all the schemes and services of the Board, in line with rotation of staff and in public interest, the following transfers and posting/work arrangements are ordered with immediate effect,

1. Shri Abraham C.U., Accounts Officer (IA) will perform the duties of Administrative Officer, till further orders, relieving his duties at Accounts Section. The additional duties of Administration in Charge given to Shri K Syamkumar, Section Officer, Adm. (P) Section vide Order dated 12.07.2024 stands dispensed with immediate effect.
2. Smt Indu D.I., Accounts Manager presently working at SRO, Kannur is transferred and posted to CCRI, Kalavoor. She will also look after the duties of B&A Section, Head Office vice Shri Abraham C.U. in addition to her normal duties.
3. Smt Remya Subramaniam, Research Officer, CCRI, Kalavoor presently discharging the duties of Accounts Manager, CCRI is transferred and posted to Hindustan Coir, Kalavoor as Officer in Charge.
4. Smt Jolly Madhu, Section Officer, Adm (Estt.) Section, HO, Kochi is transferred and posted to Regional Office, Rajahmundry as Officer in Charge. The additional charge given to Shri Sunil Kumar B, ESO, RO, Bhubaneswar stands dispensed with immediate effect. Shri Syamkumar K, SO, Adm (P) Section, HO, Kochi will also look after the duties of SO, Adm (Estt.) Section, HO, Kochi until further orders.
5. Smt Lathika J.G., Showroom Manager Gr III, SR & SD, Ernakulam is transferred and posted to SR & SD, Trivandrum as Showroom-in- Charge.
6. Shri. Thankachan. P.V. Marketing & Publicity Officer, Head Office, Kochi holding the charge of Vigilance Section, HO, Kochi is relieved from the Vigilance Division. Charge of Vigilance Section is given to Shri George Abraham. Development Officer (EM). HO. Kochi vice Shri Thankachan PV.

7. Shri Prasad Kumar H., Accounts Manager (i/c), HO, Kochi, will hold the charge of Secretary's Section additionally.
8. Shri A. N. Pandey, Showroom Manager Grade II, SR & SD, Lucknow is given Additional charge of SR & SD, Patna.
9. The office order 41 dated 05/07/2024 stands cancelled and Shri Aji Paul, Junior Auditor is retained at Head Office, Kochi.
10. Shri Deshbandu Das, Inspector presently working in SR & SD, Ahmedabad is given the charge of SRO, Ahmedabad with immediate effect until further orders.

The Officers under whom the above transferees are working will relieve them immediately with proper handing and taking over without fail. ATR in this regard should be furnished to the undersigned by the branch heads concerned immediately.

This issues with the approval of Chairman, Coir Board vide orders dated 16.08.2024.

ह/Sd/-
सचिव/SECRETARY

जारीकरणेहेतुस्वीकृत/Approved for Issue

संयुक्तनिदेशक (पीएलजी)/JOINT DIRECTOR (Plg)

To

1. Shri George Abraham, Development Officer (EM), Coir Board, HO, Kochi.
2. Shri Thankachan P.V., Marketing & Publicity Officer, Coir Board, HO, Kochi
3. Shri Abraham C.U., Accounts Officer (IA), Coir Board, HO, Kochi.
4. Shri Syamkumar K., Section Officer, Adm (P), HO, Coir Board, Kochi.
5. Shri Sunil Kumar B., Extension Service Officer, RO, Bhubaneswar.
6. Smt Jolly Madhu, Section Officer, Adm (Estt), HO, Coir Board, Kochi.
7. Smt Indu D.I., Accounts Manager, SRO, Kannur.
8. Shri A. N. Pandey, Showroom Manager Gr-II, SR & SD, Lucknow.
9. Smt Remya Subramaniam, Research Officer, CCRI, Kalavoor.
10. Shri Prasad Kumar H, Accounts Manager (i/c), Coir Board HO, Kochi
11. Shri Deshbandu Das, Inspector, SR & SD, Ahmedabad.
12. Smt Lathika J. G., Showroom Manager Gr-III, SR & SD, Ernakulam.
13. Shri Aji Paul, Junior Auditor, Internal Audit, HO, Kochi.

Copy to:

1. O/o Hon`ble Chairman, Coir Board
2. O/o Secretary, Coir Board
3. O/o Director (RDTE), CCRI, Kalavoor.
4. Director (M) i/c, Coir Board, Kochi
5. Senior Accounts Officer, Coir Board, Kochi
6. Joint Director (Tech), CICT, Bangalore
7. All Zonal Directors
8. All the Branch Officers of Coir Board.
9. All Sections at Head Office, Coir Board, Kochi
10. All concerned.
11. All the OICs of Sub Offices/Showrooms.
12. Personal Files of all concerned.
13. Stock File
14. ERS Section for uploading in E-Office Notice Board & Official website of Coir Board.

कॉम्पनंबर **15597** वाली फ़ाइल से जारी (ई-ऑफिस) / Issued from File bearing Comp No. 15597 (E-Office)