



कयर बोर्ड
COIR BOARD

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

कयर हाउस / Coir House
एम.जी.रोड / M.G. Road
कोच्ची / Kochi-682 016
दूरभाष / Ph: 0484-2351954
2351807, 2351788
ई-मेल / E-mail: adm@coirboard.org
info@coirboard.org
वेब / Web: www.coirboard.gov.in

OFFICE ORDER NO. 66 DATED 17.12.2024

Sub:-Dispensation of Charge & Work Arrangements-reg.

The charge of Administrative Officer, given to Shri.Abraham C.U., Accounts Officer (IA), Head Office, Kochi vide Office Order No.48 dated 19.08.2024 is stands dispensed with, with immediate effect.

The following Work Arrangements are also ordered with immediate effect.

- 1.Smt.Syamala C.S., Development Officer (SFURTI), Head Office, Kochi is given the charge of Administration Division as Branch Head, till further orders.
2. Shri.Suresh Kumar M., Development Officer (S&T), Head Office, Kochi is given the charge of SFURTI Section as Branch Head, until further orders.
3. Shri.Thankachan P.V., Marketing & Publicity Officer, Head Office, Kochi is given the charge of S&T Section as Branch Head in addition to his normal duties, till further orders.

The Officers under whom the above officials are working will relieve them immediately, with instruction to report for duty at new division of posting, after handing over/taking over of all official belongings etc., if any, held by them under proper authentication.

This issues with the approval of Chairman, Coir Board.

ह/Sd/-
सचिव/ SECRETARY

जारी करने हेतु स्वीकृत/Approved for issue

संयुक्त निदेशक (योजना)/JOINT DIRECTOR (Plg.)

To

1. Shri.Abraham C.U., Accounts Officer (IA), Head Office, Kochi
2. Smt.Syamala C.S., Development Officer, Head Office, Kochi
3. Shri.Thankachan P.V., Marketing & Publicity Officer, Head Office, Kochi
4. Shri.Suresh Kumar M., Development Officer, Head Office, Kochi

COIR BOARD

-2-

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. Joint Director (Plg.), Coir Board, Kochi
8. All Zonal Directors
9. All the Branch Officers of Coir Board
10. All Sections at Head Office, Coir Board, Kochi
11. All Sub Offices & Coir Board Showrooms
12. Personal File
13. Stock File
14. ERS Section: For necessary action to upload the Order in the E-Office Notice Board, Coir Board Website & AEBAS Portal for changing the Reporting Officer.

[Issued from File No. A-21021/48/2016-ADM (ESTABLISHMENT)-Part (1) Computer No.16026]