



कयर बोर्ड  
**COIR BOARD**

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

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A-59/4/2019-ADM (PERSONNEL)/Computer No.6603

21.02.2025

**ORDER**

**Sub: Work arrangement-reg.**

Further to the Note No.A-59/4/2019-ADM (PERSONNEL) dated 12.02.2025, the following work arrangements are ordered with immediate effect:

1. Shri..Todkar Pandurang Govind, Joint Director (Plg.) is on leave w.e.f.17.02.2025 to 07.03.2025. During the leave period of Joint Director (Plg.), all Administration files will be routed through Smt.Vasanthi Amma M.K., Zonal Director Grade-I (North Zone).
2. Works handled by Joint Director (Plg.) (except Administration) and Finance related files will be routed through Shri.Raghunandan V.C., Senior Accounts Officer.

This issues with the approval of Chairman, Coir Board.

*Approved for issue*

Sd/-  
Secretary

*[Signature]*  
Development Officer (Adm.)

To

1. Shri.Raghunandan V.C., Senior Accounts Officer, Coir Board Head Office, Kochi
2. Smt.Vasanthi Amma M.K., Zonal Director Grade-I (North Zone), SR&SD, Connaught Place, New Delhi
3. Shri. P G Todkar, Joint Director (Plg.), Coir Board Head Office, 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. 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