



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

कार्प बोर्ड COIR BOARD

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**OFFICE ORDER NO...18... DATED.....29.05.2025.....**

**Estt. -Promotion & Postings -reg**

Shri Shriprabhav, Salesman, currently working at ID Section in Head Office, Coir Board, Kochi and Smt. Shraddha Aditya Sakpal, Salesman currently working at SR & SD, Coir Board, Mumbai, are promoted to the post of Assistant Showroom Manager in Pay Level-4 (25500-81100) in the Pay Matrix, with immediate effect.

Shri Ramesan K.A., Dyeing Maistry presently working at Central Coir Research Institute, Coir Board, Kalavoor, Alappuzha is promoted to the post of Dyeing Supervisor in Pay Level-4 (25500-81100) in the Pay Matrix, with immediate effect.

On promotion, the above employees are retained at their present place of posting, until further orders.

The Promotees may exercise their option for fixation of pay on promotion either from the date of joining duty in the promoted post or on the date of accrual of their annual increment. The option for pay, if any, has to be received in the Head Office within one month from the date of receipt of this Order. If no option is received within the time stipulated, the pay will be fixed with effect from the date of reporting for duty in the promoted post.

This issues with the approval of Chairman, Coir Board.

Approved for issue

Sd/-  
**SECRETARY**

**DEVELOPMENT OFFICER (ADM)**

To

1. Shri. Shriprabhav, Salesman, ID Section, Head Office, Coir Board, Kochi
2. Smt. Shraddha Aditya Sakpal, Salesman, SR & SD, Coir Board, Mumbai
3. Shri. Ramesan K.A., Dyeing Maistry, CCRI, Coir Board, Kalavoor, Alappuzha

Copy to:

1. O/o the Chairman, Coir Board, Kochi
2. O/o the Secretary, Coir Board, Kochi
3. O/o Director (RDTE), CCRI, Coir Board, Kalavoor
4. Director (M) i/c, HO, Coir Board, Kochi
5. Senior Accounts Officer (I/A), HO, Coir Board, Kochi
6. Joint Director (Tech), CICT, Coir Board, Bengaluru
7. Joint Director (Plg), HO, Coir Board, Kochi
8. All Zonal Directors
9. SR & SD, Mumbai
10. All Branch Officers of Coir Board
11. All Sections, HO, Kochi
12. All Sub Offices and SR & SDs of Coir Board
13. All concerned
14. Personal File of concerned
15. Stock File
16. ERS Section for uploading E-Office Notice Board & Official website of Coir Board.

[Issued from File No. A-32/1/2024-ADM (PERSONNEL) Comp No 15741]