



कयर बोर्ड  
**COIR BOARD**  
(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

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A-59/2/2021-ADM (PERSONNEL) (Comp. No.9139)

22.08.2025

**ORDER**

**Sub:- Charge Arrangement-reg.**

Shri.Unnikrishnan Nair V.K., Accounts Officer (B&A), will look after the following subject files of Administration Section in addition to his normal duties of Accounts Officer (IA) till further orders:

1. Irregular Appointments cases and Pay upgradation to Technical Stream officers.
2. Court cases related to the matters mentioned in Point No.1
3. Pay upgradation to Hindi Officer/Assistant Director (OL) and its Court case.
4. Any other matter as directed by the Competent Authority.

Concerned Section Officer of Administration Section will route the above subject files through Shri.Unnikrishnan Nair V.K., Accounts Officer (B&A).

This issues with the approval of Chairman, Coir Board.

*Approved for issue*

Sd/-  
Secretary

*[Signature]*  
Section Officer, Adm. (P)

To

1. Shri.Unnikrishnan Nair V.K., Accounts Officer (B&A), Head Office, Kochi
2. Smt.Syamala C.S., Development Officer (Adm.), Head Office, Kochi

Copy to:

1. O/o the Chairman, Coir Board, Kochi
2. O/o the Secretary, Coir Board, Kochi
3. O/o the Director (RDTE) i/c., CCRI, Kalavoor
4. O/o the Director (Mktg.) i/c., Coir Board, Kochi
5. Senior Accounts Officer, Coir Board, Kochi
6. Joint Director (Tech), CICT, Bangalore
7. O/o the Joint Director (Plg.), Coir Board, Kochi
8. All Zonal Directors
9. All Branch Officers of Coir Board
10. All Sections at Head Office, Coir Board, Kochi
11. All Sub Offices and SR & SDs
12. Personal File
13. Stock File
14. ERS Section: For necessary action to upload the Order in the E-Office Notice Board and Coir Board Website