

कयर् बोर्ड
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
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कयर् बोर्ड
COIR BOARD

Coir Board

Ministry of M.S.M.E., Government of India
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OFFICE ORDER No. 31.... DATED 12.11.2025

Sub: Estt:- Dispensation of Charge, Work arrangement & Posting-reg.

The charge arrangement Order No.A-59/4/2019-Adm (Personnel) dated 13.06.2024 issued to Smt.Valsalakumary K., Jamedar attaching her to the Administration (Estt) Section, Head Office, Coir Board, Kochi for providing tea / refreshments to staff until the opening of staff canteen stands dispensed with, with immediate effect.

Smt.Valsalakumary K., Jamedar is posted to the Administration (Personnel) Section, Head Office, Coir Board, Kochi to perform the duties at the Administration (Personnel) Section with immediate effect, until further orders.

The Officer under whom the transferee is working will relieve her immediately, with instructions to report for duty at the new Section of posting, after handing over/taking over of all official belongings etc., if any, held by her under proper authentication.

This issues with the approval of Chairman, Coir Board.

Development Officer (Adm.)

To

Smt.Valsalakumay K, Jamedar, Administration (Estt.) Section,
Coir Board 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. Senior Accounts Officer, Coir Board, Kochi
5. Joint Director (Tech.), CICT, Bangalore
6. O/o the Joint Director (Plg.), Coir Board, Kochi
7. All Zonal Directors
8. All Branch Officers of Coir Board
9. All Sections at Head Office, Coir Board, Kochi
10. All Sub Offices and SR & SDs
11. Personal File
12. Stock File
13. 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-59/4/2019-ADM (PERSONNEL) Computer No.6603]