

कयर बोर्ड
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
कयर हाउस, एम.जी.रोड, कोच्ची, केरल - 682016
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Coir Board

Ministry of M.S.M.E., Government of India
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A-59/72/2024-ADM (PERSONNEL) (Com.No.14939)

10.03.2026

ORDER

Sub:- Charge arrangement - reg.

Shri.Sunil Kumar R., Technical Assistant (Dyeing) and Office in-Charge, SRO, Port Blair is leave on medical ground w.e.f.06.03.2026 to 03.04.2026.

Shri.Raju P.B., Assistant, Export Marketing Section-II, Coir Board Head Office, Kochi is deputed to the Sub Regional Office, Coir Board, Port Blair, A&N Islands on temporary (tour) basis during the leave period of Shri.Sunil Kumar R or a permanent staff is posted at SRO, Port Blair, whichever is earlier.

During the tour period of Shri.Raju P.B., Assistant, Smt.Lalitha P.K., Assistant, Economic Research and Statistics Section, Head Office is given the additional duties of Export Marketing Section-II, Head Office in addition to her normal duties at ERS Section.

The above orders will take immediate effect.

This issues with the approval of the Secretary, Coir Board

Approved for issue

Sd/-
Secretary

Development Officer (Adm.)

To

1. Shri.Raju P.B., Assistant, EM-II Section, Head Office, Kochi
2. Shri.Sunil Kumar R., Technical Assistant (Dyeing), SRO, Port Blair
3. Smt.Lalitha P.K., Assistant, ERS Section, Head Office, Kochi

Copy to:

1. O/o the Chairman, Coir Board, Kochi
2. O/o the Secretary, Coir Board, Kochi
3. O/o of the Director (RDTE) i/c., CCRI, Coir Board, Kalavoor
4. Senior Accounts Officer (I/A), H.O, Coir Board, Kochi
5. Joint Director (Tech), CICT, Coir Board, Bengaluru
6. O/o the Joint Director (Plg.), H.O, Coir Board, Kochi

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7. Zonal Director (West)
8. All Branch Officers of Coir Board
9. EM-II Section, Head Office, Kochi
10. Sub Regional Office, Port Blair
11. ERS Section, Head Office, Kochi
12. All Sections, H.O. Coir Board, Kochi
13. All Sub Offices and SR & SDs of Coir Board
14. Personal Files
15. Stock File
16. ERS Section: For uploading the order in the E-Office Notice Board, Coir Board Website & AEBAS Portal for changing the Reporting Officer.