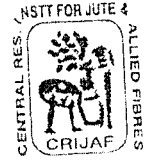


**ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED
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F.No.:28(7)-Per/KVK/2018-19/ 13526

Dated : 15th March, 2019

OFFICE ORDER

In pursuance of Council's letter No. NRM/7-1/2019-IA-II dated 25.01.2019 and subsequent letter No. 4(84)/2015/T-6/Estt.-2367 dated 08.02.2019 of ICAR-Central Coastal Agricultural Research Institute, regarding Inter-Institutional Transfer of Dr. Monica Suresh Singh, Subject Matter Specialist (Agricultural Extension) of KVK, Bud Bud, Burdwan, Director, ICAR-CRIJAF has been pleased to approve Inter-Institutional Transfer of Dr. Monica Suresh Singh from KVK, Bud Bud, Burdwan to the same post of KVK, North Goa under ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa-403 402, w.e.f. 16th March, 2019(A/N).

Accordingly, Sr. Scientist & Head, KVK, Bud Bud, is requested to relieve Dr. Monica Suresh Singh from the charges of SMS(Agril. Extension) of KVK, Bud Bud in the afternoon of 16.03.2019 to enable her to join to the same post of KVK, North Goa under ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa-403 402, with the following terms and conditions:

1. Dr. Monica Suresh Singh is not entitled to get Transfer T.A. & Joining Time as the transfer is made on her own request.
2. Dr. Singh is requested to handover the charge related to extension training programme of ASCI, presently being done at KVK, Bud Bud, Burdwan, to the Sr. Scientist & Head, KVK, Bud Bud alongwith all her duties and responsibilities at KVK, Bud Bud.
3. No Dues Certificate may be obtained by the Head, KVK from different Sections of KVK, Bud Bud before releasing Dr. Singh from KVK, Bud Bud and may be submitted to the undersigned for record.
4. All other terms and conditions of her service will be governed by the relevant Technical Service Rules and orders issued by the ICAR/Government of India from time to time and also having reference to Council's letter No. 19(1)/2002-Estt.IV dated 25.08.2016 and 29.08.2017.


Administrative Officer 15/3/19

Copy for information and necessary action to :-

1. Dr. Monica Suresh Singh, Subject Matter Specialist (Agricultural Extension) of KVK, Bud Bud, Burdwan, through the Sr. Scientist & Head, KVK, Bud Bud, Burdwan, W.B.
2. The Sr. Scientist & Head, KVK, Bud Bud, Burdwan, W.B. with a request to relieve Dr. Monica Suresh Singh on 16.03.2019(A/N) after obtaining No Dues Certificate from different sections of KVK, Bud Bud, Burdwan, W.B.
3. The Under Secretary(NRM), Indian Council of Agricultural Research, Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110012.
4. The Administrative Officer, ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa-403 402. This has reference to his letter dated 28.02.2019.
5. The Finance & Accounts Officer, ICAR-CRIJAF.
6. The AAO/DDO, ICAR-CRIJAF. He is requested to issue an LPC in respect of Dr. Monica Suresh Singh, SMS(Agril. Extn.), KVK, Bud Bud, Burdwan, W.B.
7. The AAO, Admn.II, ICAR-CRIJAF, with a request to make necessary entries in the Service Book of Dr. Monica Suresh Singh.
8. The Incharge, AKMU Cell, ICAR-CRIJAF with a request to upload in the Institute's website.
9. Dr. A.K. Chakraborty, Scientist & Nodal Officer, FMS-MIS, ICAR-CRIJAF.
10. The Dealing Assistant, APAR, ICAR-CRIJAF.
11. PS to Director, ICAR-CRIJAF.
12. PA to CAO, ICAR-CRIJAF.


Administrative officer 15/3/19