



भाकृअनुप - केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान  
**ICAR - CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
 सिफ्ट जंक्शन, विल्लिडन आईलंड, मत्स्यपुरी पी.ओ., कोचिन, - 682 029, केरल, भारत।  
 CIFT Junction, Willingdon Island, Matsyapuri P.O., Cochin, - 682 029, Kerala, India.



फा सं/F.No. 28-2/2018-Estt.

दिनांक/ Date: 10.08.2020

### कार्यालय आदेश/OFFICE ORDER

Consequent upon the joining of Shri R. N. Subramanian, Administrative Officer on 04.08.2020 and in supersession of earlier Office Order of even no. dated 28.04.2020 the following working arrangements have been made in the administrative sections of CIFT, Cochin with immediate effect and until further orders for the smooth functioning of administration.

| Sl. No. | Name and Designation of the Officers                   | Particulars of the duties assigned to the Officers  |
|---------|--|---|
| 1.      | Shri W. Sreenivasa Bhat,<br>Sr. Administrative Officer | <ol style="list-style-type: none"> <li>1. He will perform the duties of Head of Office and overall in-Charge of all the Administrative Sections of the Institute.</li> <li>2. He will sign the cheques of the Institute as second signatory.</li> </ol>   |
| 2.      | Shri R. N. Subramanian,<br>Administrative Officer      | <ol style="list-style-type: none"> <li>1. All the files of Establishment section, Coordination section, Cash &amp; Bills section and Stores &amp; Purchase section will be routed through AO. He will examine the files thoroughly and forward to SAO for further action.</li> <li>2. During the absence period of SAO on leave/tour/training etc., AO will discharge the duties of SAO &amp; Head of Office, including signing the Cheques as a second signatory.</li> </ol>   |
| 3.      | Shri P. Krishna Kumar,<br>Asst. Admin. Officer         | <ol style="list-style-type: none"> <li>1. He will perform the duties of the In-charge of the stores &amp; Purchase Section of the Institute.</li> <li>2. He will perform the duties of the AO during the absence period of regular AO.</li> <li>3. He will perform the duties of the Sr. AO and Head of Office and Sign the cheques of the Institute as second signatory in the absence of SAO &amp; AO on Tour/Leave.</li> <li>4. He will perform the duties of the Finance &amp; Accounts Officer of the Institute in the absence of FAO &amp; AF&amp;ACO on Tour/Leave.</li> <li>5. He will perform the duties of the In-charge of the Establishment Section of the Institute in the absence of Shri K.B. Sabukuttan, AAO.</li> <li>6. He will perform the duties of the Co-ordination section in the absence of Shri M.N. Vinodh Kumar, AAO.</li> <li>7. He will perform the duties of the In-Charge of the Bills Section and DDO of the Institute in the absence of Smt. T.K. Shyma, AAO.</li> </ol> |

|    |   |  |
|----|---|--|
| 4. | Shri K.B. Sabukuttan,<br>Asst. Admin. Officer   | <ol style="list-style-type: none"> <li>1. He will perform the duties of the In-charge of the Establishment Section of the Institute.</li> <li>2. He will perform the duties of the Sr.AO and Head of Office and sign the cheques of the Institute as second signatory in the absence of regular SAO , AO and P. Krishna Kumar, AAO.</li> <li>3. He will perform the duties of the AO in the absence of regular AO &amp; Shri P. Krishna Kumar, AAO.</li> <li>4. He will perform the duties of the In-Charge of the Stores &amp; Purchase Section in the absence of Shri P. Krishna Kumar, AAO.</li> <li>5. He will perform the duties of In-Charge of the Bills section &amp; DDO of the Institute in the absence of Smt. T.K. Shyma, AAO and Shri P Krishna Kumar, AAO.</li> <li>6. He will perform the duties of In-Charge of the Co-ordination section in the absence of Shri M.N. Vinodh Kumar, AAO and Shri P. Krishna Kumar, AAO.</li> </ol>   |
| 5. | Shri M.N. Vinodh Kumar,<br>Asst. Admin. Officer | <ol style="list-style-type: none"> <li>1. He will perform the duties of the In-charge of the Co-Ordination section of the Institute.</li> <li>2. He will perform the duties of the Sr. AO and Head of Office and sign the cheques of the institute as second signatory in the absence of regular SAO, AO, Shri P. Krishna Kumar, AAO and Shri Sabukuttan, AAO.</li> <li>3. He will perform the duties of In-Charge of Stores &amp; Purchase section of the Institute in the absence of Shri P. Krishna Kumar, AAO and Shri K.B. Sabukuttan, AAO.</li> <li>4. He will perform the duties of In-Charge of Establishment section of the Institute in the absence of Shri K.B. Sabukuttan, AAO and Shri P. Krishna Kumar, AAO.</li> <li>5. He will perform the duties of In-Charge of the bills section &amp; DDO of the Institute in the absence of Smt. T.K. Shyma, AAO, Shri P Krishna Kumar, AAO and Shri Sabukuttan K. B., AAO.</li> </ol>  |
| 6. | Smt. T.K. Shyma,<br>Asst. Admin. Officer        | <ol style="list-style-type: none"> <li>1. She will perform the duties of the In-charge of Bills section &amp; DDO of the Institute.</li> <li>2. She will perform the duties of the Sr. AO and Head of Office and sign the cheques of the Institute as second signatory in the absence of regular SAO, AO, Shri P. Krishana Kumar, AAO, Shri K. B. Sabukuttan, AAO &amp; Shri M. N. Vinodh Kumar, AAO.</li> <li>3. She will perform the duties of In-Charge of Establishment section of the Institute in the absence of Shri K.B. Sabukuttan, AAO, Shri P. Krishna Kumar, AAO and Shri M. N. Vinodh Kumar, AAO.</li> <li>4. She will perform the duties of In-Charge of Stores &amp; Purchase section of the Institute in the absence of Shri P. Krishna Kumar, AAO, Shri K.B. Sabukuttan, AAO and Shri M. N. Vinodh Kumar, AAO.</li> <li>5. She will perform the duties of In-Charge of the Co-ordination section in the absence of Shri M.N. Vinodh Kumar, AAO, Shri P. Krishna Kumar, AAO and Shri K. B. Sabukuttan, AAO.</li> </ol> |

(Ravishankar C.N.)  
निदेशक/DIRECTOR

सेवा में/To

All concerned by name

प्रतिलिपि सेवा में/Copy to:

1. The HOD, B&N/FP/MFB/FT/EIS/Engg./QAM, CIFT, Cochin-29
2. The SIC, Mumbai/Veraval/Vizag R.C.s of CIFT
3. The SAO/DD(OL)/AO/FAO, CIFT Cochin-29
4. The AF&ACO/AAO (E)/AAO (B)/AAO (C)/AAO (S&P), CIFT. Cochin-29
5. The OIC (Lib)/PME Cell/AKMU /ATIC/PS to Director, CIFT, Cochin-29
6. The Secretary IJSC, Official Side/Staff Side, CIFT, Cochin-29
7. Personal Files