



**No. NIIRNCD/Miscellaneous/Training/Circular\_Office\_Order/2021-Part(2)/E-158931**

**Date: 22.01.2026**

**OFFICE ORDER**

**Subject: Allocation of duties to Section Officers – Reg.**

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In pursuance of administrative requirements and to ensure smooth and efficient functioning of the Institute, the Competent Authority assign the following duties and responsibilities to the Section Officers:

S. No.	Name and Designation	Work Allocation	Reporting Officer	Seating Arrangement
1.	Sh. Sunil Bishnoi, Section Officer	Posting in the Administration and Stores Section. (In the absence/leave of Sr.AO/AO, to function as In-charge of Admin).	Sr. AO/AO	Admin & Accounts Section Room No. 03
2.	Sh. Haresh V. Jadhav, Section Officer	Posting as In-charge of the Project Cell, matters related to RTI / Court Cases, Audit Work (In the absence/leave of the Accounts Officer, to function as In-charge of Accounts.	Sr.AO/AO	Admin & Accounts Section Room No. 11

2. All the above officers are hereby directed to perform their duties as assigned and as instructed by the competent authority. The handover/takeover process must be carried out accordingly.
3. This order comes into effect immediately and shall remain valid until further orders.

**(Dinesh Soni)**

Senior Administrative Officer

Copy to:

1. The above Officials - For compliance.
2. Sr. AO / ACO / Scientists / Store In-charge
4. IT Cell - with a request to upload this order on the Institute website
5. Office Copy / Concerned File.
6. JTO- For Hindi Translation.



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