



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम जी रोड, कोची - 682016
Coir House, M G Road, Kochi - 682016
नाम / Gram : COIR BOARD
दूरभाष / Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल / E-mail : coir@md2.vsnl.net.in
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

OFFICE ORDER No.....34.....DATED...19-02-2020.....

Sub: Estt.- Promotion, Transfer and Posting - reg.

Smt.Kaveri Pushpangadan, Showroom Manager Grade-III, presently working in SR&SD, Palakkad and holding the additional charge of SR&SD, Ernakulam stands posted to SR&SD, Ernakulam.

Shri John V T, Assistant Showroom Manager & Showroom Manager Grade-III i.c., presently working in SR&SD, Thrissur is transferred and posted to SR&SD, Palakkad vice Smt.Kaveri Pushpangadan.

Smt.Vrindha K B, Assistant Showroom Manager, presently working in SR&SD, Ernakulam is transferred and posted to SR&SD, Thrissur vice Shri John V T.

Shri Bobish G, Salesman, presently working in Administration(Estt.) Section, Head Office, Kochi, is promoted to the post of Assistant Showroom Manager in Level 4(25500-81100) in Pay Matrix (Pay Band of Rs.5,200-20,200+2,400(Grade Pay)(PR), with immediate effect.

On promotion, Shri Bobish G is transferred and posted to SR&SD, Ernakulam, vice Smt.Vrindha. Shri Bobish shall also attend to the works in Administration(Estt.) Section, in addition to his normal duties in SR&SD, Ernakulam, until further Orders.

Since the transfer of Smt.Vrindha K B is as per her request, she will not be eligible for Transfer Grant.

The Officers under whom the promotee/transferees are working will relieve them immediately, with instructions to report for duty at the new place of posting, after handing over of all official belongings etc., if any, held by them under proper authentication, immediately.

The promotee may exercise his option for fixation of pay on promotion either from the date of joining duty in the promoted post or on the date of accrual of his annual increment. The option for pay, if any, has to be received in the Head Office within one month from the date of receipt of this Order. If no option is received within the time stipulated, the pay will be fixed with effect from the date of reporting for duty in the promoted post.

This issues with the approval of Chairman, Coir Board.

Approved for issue

Sd/-
SECRETARY

[Signature]
ADMINISTRATIVE OFFICER

To

1. Smt.Kaveri Pushpangadan,
Showroom Manager Grade-III,
SR&SD, Palakkad.
2. Shri John V T,
Assistant Showroom Manager & Showroom Manager Grade-III i.c.,
SR&SD, Thrissur.
3. Smt.Vrindha K B,
Assistant Showroom Manager,
SR&SD, Ernakulam.
4. Shri Bobish G,
Salesman, Administration(Estt.) Section,
Head Office, Kochi.

Copy to:

1. The Director, RDTE, CCRI, Kalavoor, Alleppey
2. Joint Director (Plg.)
3. Senior Accounts Officer
4. Development Officer (Mktg.)
5. Domestic Marketing Section, Head Office
6. SR&SD, Ernakulam
7. SR&SD, Thrissur
8. SR&SD, Palakkad
9. All Sections/Branch Officers in the Head Office
10. All Sub Offices and SR & SDs
11. Accounts Section
12. Personal file
13. Stock file
14. E-Office Notice Board
15. Coir Board's Website.

(Issued from file No. A-59/62/2017-ADM(PERSONNEL))