



कयर बोर्ड  
Coir Board

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

कयर हाउस, एम.जी.रोड., कोच्ची - 682016  
Coir House, M.G. Road, Kochi - 682016  
ताम / 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

A-27/1/2015-ADM(PERSONNEL)

30.09.2020

**ORDER**

**Sub: Superannuation of Shri. Dinesh Kumar Agrawal, Showroom Manager Gr. I – Charge arrangement – reg.**

Consequent to the superannuation of Shri. Dinesh Kumar Agrawal, Showroom Manager Gr. I, SR&SD, Jaipur in the afternoon of 30.09.2020, Shri. Ramkhilari Meena, Assistant Showroom Manager is given the charge of the SR&SD, Jaipur, until further orders. Shri. Dinesh Kumar Agrawal shall handover the charge of SR & SD, Jaipur to Shri. Ramkhilari Meena, Assistant Showroom Manager, including the stocks and all the official belongings etc., forthwith.

This issues with the approval of Chairman.

Sd/-

SECRETARY

*Approved for issue*

ADMINISTRATIVE OFFICER

To

Shri. Ramkhilari Meena,  
Assistant Showroom Manager,  
SR&SD, Jaipur

- He will take over the charge of SR&SD, Jaipur, as above, and forward a handing over/taking over report to Head Office, for records.

Copy to:

1. The Regional Officer (Kerala) & Director, RDTE i.c .,CCRI
2. Joint Director (Plg.) & Director(Mktg.) i.c.
3. Senior Accounts Officer
4. Development Officer(Mktg.)
5. SR&SD, Jaipur

6. Domestic Marketing Section
7. All Sections/Branch Officers in the Head Office
8. All Sub Offices and SR & SDs
9. Accounts Section
10. Personal File
11. Stock file
12. E-Office Notice Board
13. Coir Board Website



ORDER

Consequent to the resignation of Shri. Dinesh Kumar Agrawal, Assistant Manager (A-1) SR&SD, Jaipur in the effective date of 20.09.2020, the Assistant Manager, Assistant Manager is given the charge of the SR&SD, Jaipur and further orders. Shri. Dinesh Kumar Agrawal shall handover the charge of SR & SD, Jaipur to Shri. Ramesh Kumar, Assistant Manager, including the stocks and all the official belongings etc. forthwith.

The above with the approval of Chairman.

SECRETARY

*[Signature]*  
ADMINISTRATIVE OFFICER

FORWARDED BY

It will take over the charge of SR&SD, Jaipur as above and forward a handing over report to Head Office for records.

Shri. Ramesh Kumar  
Assistant Manager  
SR&SD, Jaipur

Copy to

- 1. For Regional Office (Kerala & Director, K&I)
- 1. Joint Director (M&A) Director (M&A)
- 1. Senior Accounts Officer
- 1. Development Officer (M&A)
- SR&SD, Jaipur