



कयर बोर्ड
COIR BOARD

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

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Office Order No.31..... Dated..31/08/2023.

**Sub:- APPOINTMENT TO THE POST OF UPPER DIVISION CLERK UNDER
THE BOARD**

- Ref:- 1. Coir Board Offer of Appointment/Memorandum No. A-12011/4/2015-ADM (PERSONNEL) dated 16.05.2023.
2. Email dated 28.05.2023 from Shri. Pradeep K, accepting above mentioned Offer of Appointment/memorandum and requesting grant of extension time for joining Coir Board.
3. Coir Board letter No. A-12011/4/2015-ADM (PERSONNEL) dated 16.06.2023.
4. Technical Resignation letter No. 23ED/3001/47621/PC (BM) dated 13.07.2023 from 23 Equipment Depot, Air Force Station Avadi, Chennai.

In pursuance to the communication (1) above and the subject to the conditions therein which were accepted by him vide reference (2), communication (3) and the Technical Resignation dated 13.07.2023 above, Shri. Pradeep K is appointed as Upper Division Clerk on a regular basis **w.e.f. 14.07.2023(F/N)** in Level 4 (Rs. 25500-81100) in the Pay Matrix and other allowances at the rates admissible from time to time to the employees of the Board of similar status.

The service conditions of Shri. Pradeep K, Upper Division Clerk will be regulated as per the rules applicable to appointments in Central Government after 01.01.2004 and the relevant orders thereon from time to time.

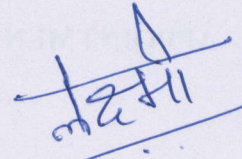
On appointment, the basic pay of Shri. Pradeep K, Upper Division Clerk is fixed at Rs. 26,300/- in Level – 4 w.e.f. 14.07.2023. He has left 20 days of EL, 25 days HPL and 05 days CL in his leave account as on 31 Dec 2023.

He will be on probation for a period of 02 years w.e.f. his joining duty at Coir Board, i.e. w.e.f. 14.07.2023.

This issues with the approval of Chairman, Coir Board vide orders dated 23.08.2023.

Sd/-
SECRETARY (Additional Charge)

(Approved for issue)



ASSISTANT DIRECTOR (O.L.) &
ADMINISTRATION (I/C).

To,

Shri. Pradeep K,
Upper Division Clerk.
Coir Board Head Office,
Kochi- 682 016.

Copy to:

1. Accounts Section
2. Personal File
3. Service Book
4. MRS Section
5. Hindi Cell
6. Stock File