

मिसिल संख्या 11 (1)/2019-स्थापना/7-27

भारत सरकार Government of India

कृषि एवं किसान कल्याण मंत्रालय Ministry of Agriculture & Farmers Welfare
कृषि एवं किसान कल्याण विभाग Department of Agriculture & Farmers Welfare
विस्तार निदेशालय DIRECTORATE OF EXTENSION

कृषि, विस्तार भवन
पूसा, नई दिल्ली - 110012
दिनांक:- फरवरी, 2022

Dated 2nd March, 2022

OFFICE ORDER

With the joining of Smt. Deepa Pande as Deputy Director (Admn.), w.e.f.15-2-2022, the following work is allocated to her with immediate effect:-

- (i) To function as the Branch Officer for Establishment Section, General Section, R&I Section, Hindi Section and F I (Admn.) Section.
- (ii) Personnel Management i.e. handling all establishment and administrative matters of Directorate of Extension through AAO/Office Superintendent/Branch Officers.
- (iii) To function as Civil Defence Officer of the Directorate of Extension.
- (iv) To act as the Controlling Officer for the staff cars/vehicles of the Directorate.
- (v) To function as the Welfare Officer of Directorate of Extension.
- (vi) To function as Head of Office in respect of Directorate of Extension.
- (vii) Any other work assigned by Director (Admn.) for time to time.

Manish Bhatia
Manish Bhatia
Director (Admn.)

Distribution:-

- ✓ 1. Smt. Deepa Pande, Deputy Director (Admn.) in Directorate of Extension.
2. P. S. to J. S. (Extn.)/ Addl. Commissioner/ Dy. Secretary (Extn.)
3. U. S. (Extn.), DA&FW, Krishi Bhawan, New Delhi
4. All Unit Heads & Scheme Officers.
5. All Sections/All Officers.
6. Guard File