



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद विश्वविद्यालय)  
ICAR-National Dairy Research Institute (Deemed University)  
करनाल, हरियाणा(भारत). पिन-132001.  
Karnal, Haryana(India). PIN-132001



( स्थापना अनुभाग-तीन / Establishment Section-III )

F.No.6-57/20/E-I(S)-Vol.V/Partfile/e-140366/- **1653-67** Dated **12** Jan., 2026

### **OFFICE ORDER**

In continuation of this Office Order No. 6-57/20/E-I(S)-Vol.V/Partfile/e-140366/1547-62 dated 02.01.2026 and consequent upon the joining of Sh. P. K. Jain, as Joint Director (Administration)/Sr. Registrar, the Director, ICAR-NDRI, Karnal has been pleased to make the following arrangements for smooth functioning of the administrative work, with immediate effect:-

1. All files pertaining to E-IV, E-V, C&B (I, II & III) / Court Cases, University Office (Sr. Registrar), Security Section and Pension Cell will be processed and routed through Sh. Dinesh Nagpal, CAO, to the Joint Director (Administration)/Sr. Registrar and thereafter submitted by the Joint Director (Administration)/ Sr. Registrar to the Director, ICAR-NDRI, Karnal.
2. All AAOs of the respective sections shall process their files through Sh. Dinesh Nagpal, CAO to the Joint Director (Administration)/ Sr. Registrar.
  - All other work mentioned in Office Order dated 02.01.2026 will remain unchanged, and the work already assigned to other officers will continue without any modification.
  - In absence of Joint Director (Admin.)/SR. Sh. Dinesh Nagpal will look after the work of JD(Admn.)/SR and Vice-versa.
  - Sh. P.K. Jain will also function/act as the **Head of Office & Sr. Registrar**.

**12/1/26**  
( Ritu Dalal )  
Chief Admn. Officer

### **Distribution:-**

1. Sh. P. K. Jain, Joint Director (Administration) / Sr. Registrar, NDRI, Karnal.
2. Sh. Dinesh Nagpal, Chief Administrative Officer, NDRI, Karnal.
3. The Joint Director (Academic), ICAR-NDRI, Karnal
4. The Joint Director (Research), ICAR-NDRI, Karnal.
5. The Head, SRS of NDRI, Adugodi Post, Banalore-56030.
6. The Head, ERS of NDRI, Kalyani Distt. Nadia, West Bengal – 741235
7. The Chief Finance & Account Officer, ICAR-NDRI, Karnal.

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8. The AAOs, E.IV(S), E.V (Coord.), E.V (Pension) Cell, ICAR-NDRI, Karnal.
9. The AO, University Office, NDRI, Karnal.
10. The Incharge, Security Section, NDRI, Karnal.
11. The DDO-I & DDO-II, ICAR-NDRI, Karnal.
12. PPS to Director, ICAR-NDRI, Karnal for kind information of the Director.
13. The CAO/SAO, ICAR-NDRI, Karnal.
14. The In-charge, Computer Centre for uploading the same on Institute Website as well as e-office notice board.