



भा०कृ०अनु०प-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)

ICAR-National Dairy Research Institute (Deemed University)

करनाल, हरियाणा(भारत). पिन-132001.

Karnal, Haryana(India). PIN-132001

(स्थापना अनुभाग-तीन / Establishment Section-III )

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### OFFICE ORDER

In supersession of all earlier office orders, the Director, ICAR-NDRI, Karnal is pleased to make the following arrangements for the smooth functioning of administrative work, with immediate effect:

#### 1. Purchase Section / Vigilance-cum-APAR Section:

- All files pertaining to Purchase and Vigilance-cum-APAR Sections shall be routed through **Sh. Ravinder Hooda, SAO** to **Smt. Ritu Dalal, CAO**, and thereafter submitted to the **Director**.
- In the absence of **Smt. Ritu Dalal, CAO**, **Sh. Ravinder Hooda, SAO** shall submit all such files to the **Joint Director (Admn.)/SR**, who will thereafter submit the same to the **Director**.
- In the absence of **Sh. Ravinder Hooda, SAO**, all **AAOs of the concerned Sections** shall submit their files directly to **Smt. Ritu Dalal, CAO**.
- All **AAOs (Purchase Section)/Vigilance-cum-APAR Section** shall process their files strictly as per the above procedure.

#### 2. E-I / E-II / E-III Sections:

- All files pertaining to **E-I, E-II, and E-III Sections** shall be routed through **Smt. Ritu Dalal, CAO** to the **Joint Director (Admn.)/SR**, and thereafter submitted by the **Joint Director (Admn.)/SR** to the **Director, ICAR-NDRI, Karnal**.
- In the absence of **Smt. Ritu Dalal, CAO**, all **AAOs of the concerned Sections** shall submit their files directly to the **Joint Director (Admn.)/ SR**, who will thereafter submit the same to the **Director, ICAR-NDRI, Karnal**.

#### 3. E-IV / E-V / Pension / Security / C&B (I,II & III) / Court Cases / University Office:

- All files pertaining to **E-IV, E-V, Pension, Security, C&B (I & II & III), Court Cases, and University Office** shall be routed through **Sh. Dinesh Nagpal, CAO** to the **Joint Director (Admn.)/SR**, and thereafter submitted by the **Joint Director (Admn.)/SR** to the **Director, ICAR-NDRI, Karnal**.
- In the absence of **Sh. Dinesh Nagpal, CAO**, all such files shall be routed through **Smt. Ritu Dalal, CAO** to the **Joint Director (Admn.)/SR**, and thereafter submitted to the **Director, ICAR-NDRI, Karnal**.

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4. Arrangement in the absence of Joint Director (Admn.)/SR and Smt. Ritu Dalal, CAO:

- o In the absence of Sh. P. K. Jain, Joint Director (Admn.)/SR, Smt. Ritu Dalal, CAO will act as Head of Office and will look after all work related to the Head of Office.
- o In the absence of both Sh. P.K. Jain, JD(Admn.)/SR and Smt. Ritu Dalal, CAO, Sh. Dinesh Nagpal, CAO will look after their work

*Meena Kumari*  
6/2/26

(Meena Kumari)  
Assistant Administrative Officer

**Distribution:-**

1. Sh. P. K. Jain, Joint Director (Administration) / Sr. Registrar, ICAR- NDRI, Karnal.
2. Sh. Dinesh Nagpal, Chief Administrative Officer, ICAR-NDRI, Karnal.
3. Smt. Ritu Dalal, Chief Administrative Officer, ICAR-NDRI, Karnal.
4. Sh. Ravinder Hooda, Senior Administrative Officer, ICAR-NDRI, Karnal.
5. The Joint Director (Academic), ICAR-NDRI, Karnal
6. The Joint Director (Research), ICAR-NDRI, Karnal.
7. The Head, SRS of ICAR- NDRI, Adugodi Post, Banalore-560030.
8. The Head, ERS of ICAR -NDRI, Kalyani Distt. Nadia, West Bengal – 741235
9. The Chief Finance & Account Officer, ICAR-NDRI, Karnal.
10. The AAOs, Purchase Section, ICAR-NDRI, Karnal.
11. The AAOs, E-I,E-II, E-III, E-IV and E.V (Coord.), E.V (Pension) Cell & APAR Cell, ICAR-NDRI, Karnal.
12. The AO, University Office, ICAR-NDRI, Karnal.
13. All Heads of Division/Sections, ICAR-NDRI, Karnal.
14. The Incharge, Security Section, ICAR-NDRI, Karnal.
15. The DDO-I & DDO-II, ICAR-NDRI, Karnal.
16. PPS to Director, ICAR-NDRI, Karnal for kind information of the Director.
17. The In-charge, Computer Centre for uploading the same on Institute Website as well as e-office notice board.