



भा०कृ०अनु०प-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)  
ICAR-National Dairy Research Institute (Deemed University)  
करनाल, हरियाणा(भारत). पिन-132001.  
Karnal, Haryana(India). PIN-132001  
(स्थापनाअनुभाग-तीन/Establishment Section-III)

F.No.A-19/7/2026-Estt./e-438128/-1172-87

Dated: 11 June, 2026

### OFFICE ORDER

In addition to the earlier Office Order No. 6-57/20/E-I(S)-Vol.V/Partfile/1057-71 dated 03.06.2026 vide which it was decided that the movement of files should not be more than three levels plus one approving authority i.e. Dealing Assistant--AAO/AO—SAO/CAO—Director/CA.

However, consequent upon the joining of Sh. Sanjay Bokolia as Joint Director (Administration)/Sr. Registrar, the Director, ICAR-NDRI, Karnal has been pleased to assign him the responsibility of Registrar, University Office, Security Section and Court Cases with immediate effect. Accordingly, all files related to University Office, Security Section and Court Cases will be moved through JD ( Admn)/Sr. Registrar in place of Sh. Dinesh Nagpal, Chief Administrative Officer.

He is designated as Head of Office and in his absence Sh. Dinesh Nagpal, CAO, will work as Head of Office. In absence of Sh: Sanjay Bokolia, J.D(A)/Sr. Registrar and Sh. Dinesh Nagpal, CAO, Smt. Ritu Dalal, CAO will work as Head of Office.

Further, being the Head of Administration, the responsibility to sign Vakalatnamas/affidavits and the work related to VIP references is also being assigned to Sh. Sanjay Bokolia, Joint Director (Administration) / Sr. Registrar. In addition to this, Director will also keep taking his advise on any file as and when needed for smooth functioning of the Institute.

Rest of the arrangement will remain unchanged as per earlier Office Order No. 6-57/20/E-I(S)/e-140366/Vol.V/Part file-1057-71 dated 03.06.2026.

This issues with the approval of the Director, ICAR-NDRI, Karnal.

*Meena Kumari*  
11/6/26  
(Meena Kumari)  
Asstt. Admn Officer

**DISTRIBUTION:-**

1. Sh. Sanjay Bokolia, 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 Administrative Officer (P), ICAR-NDRI, Karnal.
6. The Administrative Officer, University Office, ICAR-NDRI, Karnal
7. The Joint Director (Academic), ICAR-NDRI, Karnal.
8. The Joint Director (Research), ICAR, NDRI, Karnal.
9. PPS to Joint Director (Admin)/ Sr. Registrar, ICAR-NDRI, Karnal.
10. The Head, SRS of ICAR-NDRI, Adugodi Post, Banalore-560030.
11. The Head, ERS of ICAR-NDRI, Kalyani Distt. Nadia, West Bengal – 741235
12. The Chief Finance and Account Officer, ICAR-NDRI, Karnal.
13. The DDO-I & DDO-II, C&B Section, ICAR-NDRI, Karnal.
14. All Head of Division/Section, ICAR-NDRI, Karnal.
15. PPS to Director, ICAR-NDRI, Karnal for kind information of the Director.
16. The In-charge, Computer Centre, ICAR-NDRI, Karnal for uploading the same on Institute Website as well as e-office notice board.