



# कयर बोर्ड COIR BOARD

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

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A-59/4/2019-ADM (PERSONNEL)

12.07.2024

## ORDER

### **Sub:- Charge Arrangement & Dispensation of Charge- reg.**

The charge of Administration Department, Head Office, Kochi given to Smt.Dhanalekshmi N., Assistant Director (OL), Hindi Section, Head Office, Kochi vide Order No.A-22020/1/2022-Adm (Personnel) dated 01.08.2022 stands dispensed with, with immediate effect.

Shri.Syamkumar K., Section Officer, Administration (P) Section, Head Office, Kochi will look after all duties which were being looked after by Smt.Dhanalekshmi N as Administration in-charge, in addition to his normal duties, until further orders.

The above orders will take immediate effect.

This issues with the approval of Chairman, Coir Board.

**SENIOR ACCOUNTS OFFICER**

To,

1. Smt.Dhanalekshmi N,  
Assistant Director (OL),  
Hindi Section, Head Office, Kochi
2. Shri.Syamkumar K,  
Section Officer  
Administration (P) Section, Head Office, Kochi

Copy to:

1. Senior Accounts Officer
2. Joint Director (CICT) & Director (RDTE) i/c., CCRI
3. Joint Director (Plg.) & Director (Mktg.) i/c.
4. All Zonal Directors
5. Administration (P) Section
6. Administration (Estt.) Section
7. Hindi Section
8. P.S. to Chairman, Coir Board
9. Secretary's Section, Coir Board

COIR BOARD



- 10. All Sections/Branch Officers in the Head Office
- 11. All Sub Offices & Coir Board Showrooms
- 12. Accounts Section
- 13. Personal File
- 14. Stock File
- 15. ERS Section: For Necessary action to upload the Order in the E-Office Notice Board & Coir Board Website.

*[Handwritten signature]*

SENIOR ACCOUNTS OFFICER

- 1. Senior Accounts Officer
- 2. Joint Director (P. & F. Director) (B/D) (C.M)
- 3. Joint Director (P. & F. Director) (B/D) (C.M)
- 4. All Area Director
- 5. Administration Section
- 6. Administration (P. & F.) Section
- 7. Stock Section
- 8. P. & F. Co-ordinator (Coir Board)
- 9. Secretary Section (Coir Board)