



सीएसआईआर-जीनोमिकी और समवेत जीवविज्ञान संस्थान, माल रोड, दिल्ली-110007.

**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**

MALL ROAD, NEAR JUBILEE HALL, DELHI - 7 (India)

Phone: 27662326, 27666156-7, 27667806

FAX 011-27662099, 27667471

सं./No. IGIB: COA/09E/2014 EI

दिनांक/DATE:01/09/2014

कार्यालय ज्ञापन /OFFICE MEMORANDUM

Consequent upon reliving of Sh. Yogesh Shamra, COA on promotion as Sr. Deputy Secretary, CSIR Head Quarter, It has been decided that the day to day administrative works on functional basis may be routed through Mr. Suraj Kant, PS/ (AO designate) with the help of Mr. K.K. Chopra, Ex COA and consultant MLP-0901 till a regular COA joins IGIB.

This issues with the approval of Director, CSIR-IGIB.

(Kanu Mondal)

अनुभाग अधिकारी /SECTION OFFICER

To:

1. **Mr. Suraj Kant,**  
Private Secretary
2. **Mr. K.K. Chopra**  
Ex. COA/ Consultant

प्रति / Copy to:

1. वित्त एवं लेखा अधिकारी /Finance & Accounts Officer.
2. बिल अनुभाग /Bill Section.
3. मुख्य, मानव संसाधन / Head, Human Resource.
4. पीएमई/ P.M.E.
5. प्रोजेक्ट लीडर/ Project Leader
6. SPO.
7. Head, NFBGR.
8. Head, Works and Services.
9. Library In-Charge
10. Head, IT for issuing Notice to all IGIB users.
11. PS to Director.
12. कार्यालय प्रति/ Office Copy.