



ICAR-NATIONAL RESEARCH CENTRE ON PIG
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
RANI, GUWAHATI-781131



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F.No: 734/GA/NRCP/2019-20

Dated: 27.04.2020

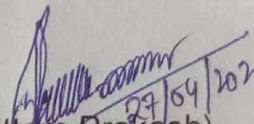
OFFICE ORDER

Council has emphasized to implement e-office in all ICAR institutes by July 2020 and informed to constitute the e-office team in each ICAR Institute who will be responsible for e-office implementation and operationalization. Accordingly, Director, ICAR-NRC on Pig, Guwahati is pleased to constitute the e-office team of ICAR-NRC on Pig, Guwahati with following officers as detailed below:

Sl.No	Role	Name & Designation of the Officer
1.	Nodal Officer	Dr. Swaraj Rajkhowa, Director (Acting).
2.	Administrator	Dr. S. Banik, I/C Drawing & Disbursing Officer.
3.	Master Trainer	Shri. P.K Nayak, Asstt. Finance & Accounts Officer.
4.	Master Trainer	Shri. Uttam Prakash, Asstt. Administrative Officer.

Further, online training session by IASRI will be provided for the staffs of ICAR-NRC on Pig, Guwahati on 01 May, 2020 for preparing Employee Master Data (EMD) and introducing features of e-office. Accordingly all the staffs of Administration and Accounts section are advised to attend the office and mandatorily attend the session without fail.

This issues with the approval of Director.


(Uttam Prakash)

Assistant Administrative Officer

Copy to

1. The Director, ICAR-NRC on Pig, Guwahati for information please.
2. The In-charge Programme Coordinator, KVK, Dudhnoi, Goalpara with a request to attend the training session.
3. All the officers of e-office team of ICAR-NRC on Pig, Guwahati.
4. All the staffs of Administration and Accounts section of ICAR-NRC on Pig, Guwahati.
5. Notice Board, ICAR-NRC on Pig, Guwahati, Assam.