



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061

F.No.11(1)/2026/Estt

Dated 21st July 2026

OFFICE ORDER

The following staffs have been re-allocated the duties in the respective section mentioned as under with immediate effect and until further orders:-

S N	Name	From	To
1	Mrs. Swati S. Koli Asstt. Admn. Officer	University Admn. (Academic & Examination)	Establishment Section
2	Shri Devendra V. Raorane Asstt. Admn. Officer	Establishment Section	University Admn. (Academic & Examination)
3	Shri Himanshu Singh Assistant	Establishment Section	Powarkheda Centre
4	Shri Saurabh Adhane Assistant	Cash & Bill Section	Establishment Section
5	Ms. Ujjwala Tiwari Lower Division Clerk	Purchase Section	Cash & Bill Section
6	Shri Vasant Ondkar Multi-Tasking Staff	JD (Admn) Cell	Works Section
7	Shri Vaibhav Tawde Multi-Tasking Staff	Establishment Section	Stores & Purchase Section

Further, to expedite day to day work at the Institute, it is proposed that:

1. Recruitment work of YPs, RAs, SRFs, JRFs and appointment of Medical Doctors on contractual basis and empanelment of Hospitals will henceforth be dealt in Establishment Section.

2. Shri Ashish Chobey, SAO (Establishment) shall act as Nodal Officer (Legal) for ICAR-CIFE, Mumbai. He will co-ordinate with YP-II(Legal) and Zonal Law Officer to ensure timely, effective and correct filing or replies, appearance of Advocates, handling Court cases on behalf of ICAR-CIFE, Mumbai. All legal files and matters of ICAR-CIFE, Mumbai will be processed through:

Assistant /YP-II (Legal) – SAO (Legal) –Zonal Law Officer –JD (A) – Director

3. In the absence of Shri Ashish Chobey, SAO, Smt. Swati Koli, AAO will act as In-Charge of Establishment Section and submit files directly to JD (A).

4. In the absence of Shri Statyendra Kumar, SAO, Shri Suraj Gupta, AAO will act as In-Charge of Purchase Section and submit files directly to JD(A).

5. The work of In-charge (Estate) is merged with OIC (Works), Shri Satyendra Kumar, SAO will act as OIC (Works) which will include duties of Estate also.

6. DDO will henceforth directly report to JD(A) for all matters relating to Cash & Bill Section.

7. Dr. Pawan Kumar, Sr. Technical Officer will act as In-charge (Vehicles), in addition to his research/Technical Work. He will be responsible for smooth running of office vehicles, upkeep and maintenance (RTO work, insurance, registration etc.).

8. Proposals and files of all Regional Stations will be initiated at the respective RS by concerned Assistant and processed as:

Assistant (Dealing Hand) at RS → OIC → SAO → JD(A) → Director

9. Proposal and files having financial implication will be routed through Finance for financial vetting.

10. All officials hereby stand relieved with immediate effect to join their respective new assignments except Sl. No. 3. Shri Himanshu Singh, Assistant will complete his all pending work at CIFE Mumbai Hqrs. and then be relieved to join Powarkheda Centre. His transfer made on own request, hence, he is not entitled to draw Transfer T.A. and joining time.

This issues with the approval of Competent Authority.


(Ashish Chobey) 21/07/2026
Sr. Administrative Officer

Distribution:

1. All concerned & their In-charges
2. PPS to Director
3. Joint Director (Admn)
4. All Head of Divisions/ HoRC/ OICs of Regional Centre
5. Dean (Academics) / Controller of Examination
6. CF&AO /SAOs/F&AO/All AAOs / AF&AO
7. Personal file of the Concerned
8. Secretary, IJSC
9. webmaster@cife.edu.in
10. Guard File