



भा.कृ.अनु.प.— भारतीय कृषि प्रणाली अनुसंधान संस्थान  
ICAR-Indian Institute of Farming Systems Research  
मोदीपुरम, मेरठ-250 110 (उ०प्र०), Modipuram, Meerut - 250 110 (U.P)  
Website: <https://iifsr.org.in>

F.No.: 2-15/Estt./2020

Dated: 10.03.2026


**OFFICE ORDER**

**Subject: Allocation of Duties**

In continuation of previous orders and in the interest of smooth functioning of the office work, the following officials' duties and responsibilities are hereby allocated as mentioned below with immediate effect until further orders:

SN	Section	OIC	Link Officer	Assisted by
1.	Security Section	Shri Shashank Pandey, AO	Dr. P. C. Jat, Pr. Scientist & I/c HOO	Shri Prashant Panwar
2.	Guest House	Shri Shashank Pandey, AO		Shri Krishan Kumar
3.	Estate & Maintenance	Shri Shashank Pandey, AO		Shri Jasvinder Rana
4.	Purchase & Stores	Shri S. K. Gupta, AAO	Shri Shashank Pandey, AO	

This issues with the approval of the Competent Authority, ICAR-IIFSR, Modipuram.

  
(S. K. Gupta) 10/3/26  
Asstt. Admn. Officer

**Copy to:**

- 1) All concerned officials.
- 2) All the Head of Divisions /Incharge, Section, ICAR-IIFSR, Modipuram
- 3) The SF&AO/AAO(s)/DDO, ICAR-IIFSR, Modipuram
- 4) The Nodal Officer/Local Admin, e-office, ICAR-IIFSR, Modipuram for n/a in the matter pl.
- 5) Personal Assistant (PA) for kind information of the Director, ICAR-IIFSR, Modipuram
- 6) Personal file of the concerned.
- 7) Guard File.



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**OFFICE ORDER**

In continuation of all previous orders on the subject matter and consequent upon the joining of Shri Shashank Pandey, Administrative Officer, it has been decided that Shri Shashank Pandey, Administrative Officer, shall act as the Head of Office of this Institute.

This issues with the approval of the Competent Authority, ICAR-IIFSR, Modipuram.

  
(S. K. Gupta)  
Asstt. Admn. Officer

Copy to:

- 1) Shri Shashank Pandey, Administrative Officer, ICAR-IIFSR, Modipuram
- 2) All the Head of Divisions /Incharge, Section, ICAR-IIFSR, Modipuram
- 3) The SF&AO/AAO(s)/DDO, ICAR-IIFSR, Modipuram
- 4) The Nodal Officer/Local Admin, e-office, ICAR-IIFSR, Modipuram for n/a in the matter pl.
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