



**ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION**

(Deemed University)

Panch Marg, Off Yari Road, Versova,  
Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Website :<https://www.cife.edu.in>



F. No. 11(9)2022/Estt./

Dated 28<sup>th</sup> December 2023

**Office Order**

Mrs. Poonam Behl, Administrative Officer is assigned the additional charge of Purchase Officer with immediate effect and Shri Navin Kumar, Sr. Administrative Officer is directed to transfer all the purchase files to Mrs. Poonam Behl immediately. Mrs. Poonam Behl will submit purchase files directly to the Competent Authority and further may also receive and forward the files to Finance directly.

This arrangement is to ensure smooth functioning of the Purchase Section and fast disposal of the files keeping in view the closures of the NAHEP Project on 31.12.2023.

Shri Navin Kumar, Sr. Admn. Officer will look after all the other routine files of administration as earlier excluding purchase files.

  
DIRECTOR

**Distributions:**

1. Shri Navin Kumar, Sr. Administrative Officer, CIFE Mumbai.
2. Mrs. Poonam Behl, Administrative Officer, CIFE Mumbai
3. Director Cell & Joint Director Cell
4. All Heads of Division / HORC Kolkata Centre
5. Nodal Officer of Regional Centres / Officer Incharges of Regional Centres
6. CAO (SG) / Comptroller
7. PPS / AOs / FAO / AAOs
8. Shri Vijay S. Kuveskar, AAO (Purchase)
9. Secretary, IJSC
10. [webmaster@cife.edu.in](mailto:webmaster@cife.edu.in)
11. Guard file