

F.No. 3-1/2019-NRAA
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
(National Rainfed Area Authority)

NASC Complex, 2nd Floor,
DPS Marg, Pusa, New Delhi
Dated 25th January, 2019

ORDER

With the purpose of maintaining punctuality in office and other house keeping requirements etc. of the officials and staff in NRAA office at Krishi Vistar Bhawan, Pusa, Shri R.B. Sinha, Technical Consultant (Senior) is hereby nominated as the Nodal Officer. During his absence on account of tour, leave etc; Dr. M.K. Srivastava, Director (AH&F) will act as the Nodal Officer for the above purpose. They will, inter-alia, ensure that all the official and staff mark their attendance in the Aadhar Based Bio-metric System or on the Attendance Register till such time they enroll themselves in the said bio-metric system.

2. In order to meet the house keeping requirements of NRAA's office at Krishi Vistar Bhawan, Shri R B Mahto, ASO will visit that office on daily basis.

3. The following will be the sitting arrangement of the various officials in Krishi Vistar Bhawan:

S.No.	Name & Designation of the official	Room No.
1.	Chief Executive Officer	A-2
2.	Technical Consultant (Senior)- Forestry & Agro-forestry	A-3
3.	Technical Consultant (Senior)- Agriculture/Horticulture	A-4
4.	Personal & Secretarial Staff	A-5
5.	Director (AH&F)	A-6
6.	Technical Consultant – Plantation – Horticulture	A-8
7.	Technical Consultant (Senior)- Animal Husbandry & Fisheries	A-7

(B. Rath)
Technical Expert (WM)

To

1. All the officials and staff in NRAA
2. Guard File

Copy to: CEO, NRAA.