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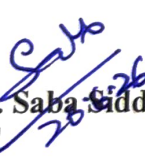
Date: 20-06-2026

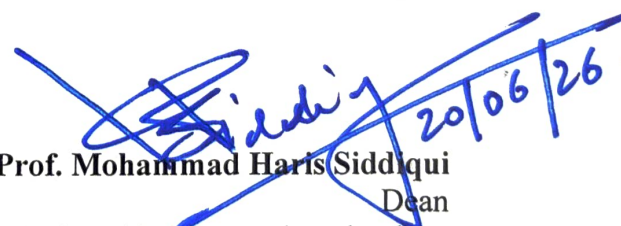
OFFICE ORDER

In continuation of the activities of the Department of Agriculture and for the effective management, coordination, and supervision of the Mushroom Unit, **Dr. Pallavi Srivastava**, Assistant Professor, Department of Agriculture, IIAST is hereby designated Incharge of Mushroom Unit.

Dr. Pallavi Srivastava shall be responsible for the following duties:

1. To prepare an annual production and activity plan for the Mushroom Unit.
2. To assess and submit timely requirements of raw materials, equipment, consumables, and other inputs well in advance, along with any infrastructure requirements.
3. To ensure continuous cultivation cycles throughout the year and avoid unnecessary gaps in production.
4. To coordinate with concerned institutions, technical staff, laboratories, and administrative sections for the smooth functioning of the unit.
5. To maintain proper records of production, training activities, expenditures, and outputs achieved.
6. To submit periodic progress reports to the Head of Department.
7. To ensure efficient utilization and maintenance of the facilities and resources available in the Mushroom Unit.


Prof. Saba Siddiqui
Head
Department of Agriculture
IIAST


Prof. Mohammad Haris Siddiqui
Dean
Faculty Agricultural Science and Technology

Copy to:

1. Dr. Pallavi Srivastava, for necessary action please