



# भाकृअनुप-राष्ट्रीय जैविकस्ट्रेसप्रबन्धनसंस्थान

बरौंडा, रायपुर, छत्तीसगढ़-493 225

**ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT**

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कार्यालय आदेश

## OFFICE ORDER

In suppression of earlier office order, the Director, ICAR-NIBSM, Raipur is pleased to re-constitute the following committees for the year 2023-24 for smooth functioning of Institute's activities.

### 1. Institute Purchase Committee (IPC)

Chairman	Members
Dr. R. K. Muralibaskaran, PS	Dr. P N Sivalingam, PS Dr. K C Sharma, PS - Member Dr. Sridhar Jandrajupalli, SS- Member SAO - Member FAO - Member AO - Member Secretary
ToR: This committee will meet as per need, will deal with or advise all procurement beyond Rs.10 lakhs as per GFR, all annual contracts, tender finalization (Both manual and GeM) and other related issues, examine works related matter, wherever required etc. File should not be retained more than three days.	

### 2. Institute Technical Evaluation Committee (ITEC)

Chairman	Members
Dr. P N Sivalingam, PS	Dr. K C Sharma, PS -Member Mr. L L Kharbikar, Scientist (Sr.Scale) - Member Indenter - Member SAO - Member AO - Member Secretary
ToR: The committee will finalize the technical specification of equipment/farm implements / IT items / consumables, if any and submit the recommendation of technically fit items for finalizing tender document/GeM/Other mode of purchase and also evaluate bid technically after bid opening. File should not be retained for more than three days.	

### 3. GeM Committee

Chairman	Members
Dr. K C Sharma, PS	FAO - Member Buyer I - SAO

	Buyer II- AO Buyer III- Mallikarjuna J, SS Consignee- Dr. L LKharbikar, SS
ToR: Timely purchase under GeM as per requirement of institute set guidelines for GeM. This Committee will also open the bid floated under GeM.	

#### 4. Local Purchase Committee (LPC)

To be constituted as and when needed.

#### 5. Priority Setting, Monitoring and Evaluation (PME)

Chairman / In charge Officer	Members
Dr. S K Jain, PS	Dr. P N Sivalingam, PS - Member Dr. L LKharbikar, SS Dr. Mallikarjuna J, SS, Representative from HRD
ToR: This committee will maintain all scientific documents including digitization and timely submission of reports/information, Organizing monthly meeting, IRC and related scientific meetings. Verify submission of publication as per RPPs. Maintain scientist wise file and follow ICAR guidelines for no. of projects per scientist. PME cell is attached to the JDR office.	

#### 6. Institute Work Management Advisory Committee (IWMAC)

Chairman	Members
Dr. S K Ambast, PS & JD (Edu) (Act)	Dr. S K Sharma, PS - Member Dr. Sridhar J, SS - Member FAO or his nominee as a special invitee, as and when required. Shri Ashok Kumar, AAO - Member Secretary
ToR: The committee will meet monthly or as and when required and discuss all constructions and maintenance related work and submit report, time to time dealing with CPWD, proposal for fund release based on work accomplished/commitment, planning for pending works of Phase I & Phase II, including new work, as per EFC approval/ special fund allotted/ approval by the Council including handing over and taking over and furniture supply status by CPWD.	

#### 7. Farm Management and Advisory Committee (FMAC)

Chairman	Members
Dr. Anil Dixit, PS& JD (SCHB) (Act)	Dr. S K Sharma, PS - Member & Nodal Officer for selling of farm produce, composting and utilization of farm waste.
	Dr. K C Sharma, PS - Member Dr. B K Choudhary, SS - Member
	Initiate model farm development based on Special Committee Plan and upkeeping of farm area. Dr. Vinay Kumar, SS - Member Secretary - labor engagement, repairing, insurance and timely farm

	operation and all kind of indent.
ToR: Recommendation of labour requirement for the institute for all kind of works, Farm development, efficient management of manpower, timely farm operations and monitoring, monthly meeting. Insurance, inventory of farm implements, timely proposal to office for engagement of contract for field works.	

#### 8. Vehicle Management Advisory Committee (VMAC)

Chairman	Members
Dr. R K Murali Baskaran, PS	Dr. P Mooventhana, SS - Member Dr. Malikaarjuna J, SS - Member FAO - Member SAO - Member Secretary
ToR: Providing advice/guidance time to time for efficient management for vehicle.	

#### 9. Library Advisory Committee (LAC)

Chairman	Members
Dr. P N Sivalingam, PS	Dr. (Mrs.) Lata Jain, SS, Member Dr. P Mooventhana, SS - Member Dr. (Mrs.) Mamta Choudhary, PS - Member Secretary FAO - Member SAO - Member AO - Member
ToR: Timely guiding/advice of purchase of books / journal, their maintenance, procedure of issuing of books / journal, digitization of documents, guidelines for use of internet and other facilities including photocopier machine and colour printer.	

#### 10. Medical Advisory Committee (MAC)

Chairman	Members
Dr. K C Sharma, PS - Chairman	Dr. (Mrs.) Mamta Choudhary, PS - Member Shri Malay Bisht, SAO - Member Dr. (Mrs.) Lata Jain, SS - Member Secretary & Nodal Officer
ToR: All the items will be purchased in consultation with Doctor and will be routed through Chairman.	

#### 11. Internet and Digital Management Advisory Committee (IDMAC)

Chairman	Members
Dr. Anil Dixit, PS & JD (SCHBR) (Act)	Dr. B K Choudhary SS - Member Dr. Ashish Marathe, Scientist - Member Dr. P Mooventhana, SS - Member Secretary
ToR: Suggest / take action any new connection / alteration / addition of connections of BSNL / intercom / Wi Fi and ensure smooth / uninterrupted net connectivity in all office buildings and cyber security schools. Also suggest modern / digital facilities on committee /	

conference / auditorium / class room and hostel and other locations.

## 12. Publication Committee

Chairman	Members
Dr. Pankaj Kaushal, JD(R)	Dr. R K Murali Baskaran, PS - Member Dr. (Mrs) Mamta Choudhary, PS - Member Dr. P Mooventhan, SS - Member Dr. Mallikarjuna J, SS- Member Secretary
ToR: Dr. K. C. Sharma will assist in Hindi translation; The committee will ensure timely publication of Annual Report (as per ICAR guidelines and deadline) and other institute publications.	

## 13. Estate & Maintenance Cell

Chairman	Members
Dr. S. K. Jain, PS	<b>Dr. S K Sharma, PS - Member &amp; Nodal officer</b> for looking after matters of electrical / generator / solar system, assets / inventory of all buildings (New & old). Maintain / sanction imprest till Chairman continue as VO. <b>Dr. K C Sharma, PS - Member &amp; Nodal officer</b> for looking after proper cleaning of all buildings and surroundings. <b>Dr. V Wasnaik, SS - Member &amp; Nodal officer</b> of maintenance of old and new building plantation / lawn / flower bed and initiate new planning with the help of Dr. K C Sharma and making clean campus. <b>T-I - to look after over all work maintenance or record.</b> <b>AAO - Member Secretary, maintain all files and initiate file under the supervision of Chairman through the route AO, SAO, FAO for approval of CA.</b>
ToR: All estate related works in all sections as well as Institute including maintenance of a copy of master plan, revenue map and land records and related matters, inventory of items of old and new buildings, inventory of all works items after handing over and taking over.	

## 14. Germplasm Registration Committee

Nodal Officer	Members
Dr. Pankaj Kaushal, JD (Research)	Dr. S K Sharma, PS - Member Dr. K C Sharma, PS - Member Dr. Ashish Marathe, Scientist - Member Dr. (Mrs.) S Dash, Scientist - Member Secretary
ToR: The committee will strictly follow ICAR guidelines and verify name as per RPF, involvement and contribution.	

### 15. Coordination committee for NEH, TSP and SCSP

Coordinator	Nodal Officer
Dr. (Mrs.) Mamta Choudhary, PS	1. NEH component - Dr. P Mooventhan, SS
	2. TSP Component- Dr. Sridhar J, SS
	3. SCSP Component - Dr. (Mrs.) Mamta Choudhary, PS
	4. Training of SCSP and TSP component - Dr. Vinay Kumar, SS
	IFS Team leader - Special invitee
<p>ToR: Timely planning, execution and utilization of funds All the proposals including finalization of beneficiaries following guidelines of ICAR (SCSP and TSP) should be routed through the Co-Ordinator. Monthly meeting with Coordinator and quarterly with the Director. All nodal officer will maintain file including fund position and will be routed through coordinator.</p>	

### 16. IFS Model Team

Team		Members
Team- I	On campus Livestock and crop based (Under TSP Scheme)	Dr. B K Choudhary, SS - Leader (Animals related) Dr. Sridhar J, SS - Member (Crop related) Dr. S K Ambast,PS&JD (Edu) (Act) - Member (Water related)
Team- II	On campus Agroforestry based (Under SCSP Scheme)	Dr. A Dixit,PS&JD(SCHBR) (Act)-Leader Dr. (Mrs.) Lata Jain, SS - Member
Team- III	Off campus Progressive farming based (Under SCSP Scheme)	Dr. (Mrs.) Mamta Choudhary, PS - Leader Dr. K C Sharma, PS - Member
<p>ToR: Each team will work independently and responsible for setting training cum demonstration IFS model for SC &amp; Tribal farmers under SCSP and TSP schemes.</p>		

### 17. Institute Bio-safety Committee

Chairman	Members
Dr. Pankaj Kaushal, JD (Research)	Dr. P N Sivalingam, PS - Member Dr. B K Choudhary, SS - Member Dr. L LKharbikar, SS- Member Secretary
<p>ToR: This committee will meet quarterly basis and submit the report.</p>	

### 18. Institute Proprietary Committee

Chairman	Members
Dr. R K Murali Baskaran, PS	Dr. B K Choudhary, SS - Member Dr. L LKharbikar, SS - Member Dr. Ashish Marathe, Scientist - Member

Store officer- Member Secretary
ToR: General Financial Rules 2017 Ministry of Finance Department of Expenditure- Chapter-6- Rule 166(i) and 166 (iii) as applicable for single item.

#### 19. Institute Rajbhasha Committee

Chairman	Members
Dr. P K Ghosh, Director	Dr. Pankaj Kaushal, JD (R) - Member Dr. S K Ambast, PS&JD (Edu)(Act)- Member Dr. Anil Dixit, PS&JD(SCHBR) (Act)- Member Dr. S K Jain, PS - Member Dr. R K Murali Baskaran, PS - Member Dr. (Mrs.) Mamta Choudhary, PS - Member SAO/HoO - Member FAO - Member Dr. K C Sharma, PS - Convener Mr. M C Jetwani, AO - Member Secretary
ToR: This committee will meet on quarterly basis and submit the report as per proforma and guidelines of Govt. of India.	

#### 20. ITMU including IPR

Chairman	Member
Dr. P K Ghosh, Director	Dr. Pankaj Kaushal, JD (R) - Member Dr. S K Ambast, PS&JD (Edu)(Act)-Member Dr. Anil Dixit,PS& JD (SCHBR) (Act)- Member Dr. S K Jain, PS - Member Dr. R K Murali Baskaran, PS - Member Dr. P N Sivalingam, PS - Member PME Incharge - Member Secretary

#### 21. Landscape / Beautification Committee including sports

Chairman	Members
Dr. Anil Dixit, PS & JD (SCHB) (Act)	Dr. K C Sharma, PS - Member Dr. Sridhar J, SS - Member Dr. L LKharbikar, SS - Member Dr. Yogesh Yele, Scientist (Sr.Scale) - Member AAO - Member Secretary
ToR: Ensure timely plantation / development of structure / fountain / decorates / other aspects of beautification in and around old and newly constructed building area and timely action on various sports items.	

#### 22. Board of studies Committee (BOS)

Chairman	Members
Dr. P K Ghosh, Director	Dr. P Kaushal, JD (Research) - Member Dr. S. K. Ambast, PS&JD (Edu) (Act) - Convener Dr. Anil Dixit, PS& JD (SCHBR) (Act) - Member

	Dr. S K Jain, PS - Member Dr. R K Murli Baskaran, PS - Member Dr. P N Sivalingam, PS - Member Student representative - Member Dr. Vinay Kumar, SS - Member Secretary
ToR: Quarterly meeting to deal with all aspects of education and student welfare matter. If needed special meeting may be called for.	

### 23. Students Welfare Committee

Chairman	Members
Dr. S. K. Ambast, PS& JD (Edu) (Act)	Dr. K C Sharma, PS - Warden & Member Dr. (Mrs) Mamta Choudhary, PS Warden & Member Dr. B K Choudhary, SS - Member, representative from education cell Dr. Vinay Kumar, SS - Member, representative from education cell Student representative Mr. Ashok Kumar, AAO - Member Secretary
ToR: Dealing with issues related to recreation, medical facilities, sports, leave, food, manpower engagement / vendor, security and other related matters.	

### 24. Organic farming / natural farming / conservation agriculture implementation committee

Chairman	Members
Dr. Anil Dixit, PS& JD (SCHBR) (Act)	Dr. S K Sharma, PS - Member Dr. Mallikarjuna J, SS -Member Dr. Soumya Dash, Scientist - Member Secretary
ToR: Immediately layout of trial on three aspects as per the concept, develop write up for capacity building/training.	

### 25. COVID 19 Advisory and Monitoring Committee

Dr. S K Sharma, PS - Chairman	Dr. (Mrs.) Lata Jain, SS - Member Secretary
ToR: Monitoring on daily basis, Planning for prevention protection measure of COVID 19 as per ICAR/Govt. guidelines. Fortnightly/monthly report submission to council as per demand.	

### 26. Advisory Committee for reprint / publication charge

Chairman	Members
Dr. S K Ambast, PS&JD (Education) (Act)	Dr. S K Jain, PS - Member Dr. (Mrs.) Mamta Choudhary, PS - Member Secretary
ToR: Examine based on the ICAR guidelines and decide case to case basis.	

### 27. Price fixing committee (Farm produce and publication)

Chairman	Members
Dr. Anil Dixit, PS&JD (SCHB) (Act)	Dr. S K Sharma, PS - Member Dr. B K Choudhary, SS - Member FAO - Member or his nominee AO - Member Secretary
ToR: The committee will meet need based and as per demand of Farm Committee and Library Committee and fix price based on market survey, considering MSP etc.	

### 28. MoU Development Committee

Chairman	Members
Dr. Pankaj Kaushal, JD (Research)	Dr. SK Ambast, PS& JD (Edu) (Act) - Member I/c PMF- Member Secretary
ToR: The committee should identify suitable stake holders and develop MoU both for research and education.	

### 29. Physical Verification Committee

Team	Chairman	Members
Team A (for SCRSR, SCHBR, SCHMR, Estate section)	Dr. S K Sharma, PS	Dr. Yogesh Yele, Scientist (Sr. Scale) - Member Store officer- Member Secretary
Team B (for SCHPSR, Library, Admin., Finance, Director cell, JD(R) cell and Education cell.)	Dr. R K Murali Baskaran, PS	Dr. Vinay Kumar, SS - Member Store officer- Member Secretary
ToR: Ensure submission of report by 15 <sup>th</sup> March for onward submission to ICAR.		

### 30. Parliamentary questions/VIP references / Standing Committee queries

Chairman	Member
Dr. Pankaj Kaushal, JD (Research)	Dr. SK Sharma, PS
ToR: Immediate attention should be given to deliver the required information within the stipulated time and should not wait for reminder.	

### 31. Foreign Deputation Committee (FDC)

Chairman	Members
Dr. Anil Dixit, PS& JD (SCHBR) (Act)	Dr. (Mrs.) Mamta Choudhary, PS - Member Dr. Yogesh Yele, Scientist - Member Secretary
ToR: This committee will meet need based.	

### 32. Human Resource Development (HRD) Committee

Chairman	Members
Dr. Anil Dixit, PS& JD (SCHBR) (Act)	Dr. (Mrs.) Mamta Choudhary, PS - Member Dr. Mallikarjuna J, SS- Member Secretary
ToR: This committee will meet need based including the information required on recurrent basis	



by the ICAR.

### 33. Write off / disposal Recommendation Committee

Chairman	Members
Dr. SKSharma, PS	Dr. Vinay Kumar, SS - Member AAO (Store) - Member Secretary
ToR: The committee will meet at least on six-month basis.	

### 34. Institute Tree Record Committee

Chairman	Members
Dr. Anil Dixit, PS & JD (SCHB) (Act)	Dr. KCSharma, PS - Member SAO - Member Secretary
ToR: Proper numbering and maintenance of record of trees in the institute campus (annually). If any removal/cut down of trees should recommend to disposal committee and should follow set of procedures/government norms	

### 35. Scientist's Transfer Committee

Chairman	Members
Dr. S K Sharma, PS	Dr. K C Sharma, PS - Member AO - Member Secretary
ToR: Examine application for transfer if any, as per guidelines of ICAR.	

### 36. Contract Research / product testing Advisory Committee

Chairman	Member
Dr. A Dixit, PS & JD (SCHBR) (Act)	Dr. R K Murli Baskaran, PS
ToR: Assess proposal following ICAR guidelines.	

### 37. Asset Record Maintenance Committee

Chairman	Members
Head of Office (SAO)	AO - Member FAO - Member AAO (Stores) - Member Secretary
ToR: Asset register will be under the custody of SAO. This committee will meet quarterly to maintain the register up to date as per set guidelines.	

### 38. Technology Incubation Centre

Chairman	Members
Dr. K C Sharma, PS	Dr. B K Choudhary, SS - Member Dr. P Moovethan, SS - Member Dr. Yogesh Yele, Scientist - Member Secretary

### 39. Institute Museum Development Committee

Chairman	Members
Dr. P Kaushal, JD (Research)	Dr. S K Ambast, PS & JD (Edu) (Act) - Member Dr. A Dixit, PS & JD (SCHBR) (Act) - Member Dr. S K Jain, PS - Member Dr. R K Murli Baskaran, PS - Member Dr. P N Sivalingam, PS - Member Dr. P Mooventhan, SS - Member Secretary
ToR: The committee will finish the job in six months in all respects and submit detailed proposal / recommendation.	

### 40. Vehicle Unit

Mr. Malay Bisht, SAO - Incharge AO will manage vehicle in absence of regular Incharge.
ToR: All issues related to vehicle allotment and management, including timely servicing and upkeeping of vehicles, timely insurance renewal of vehicles, implementation of decision / recommendation of VMAC.

### 41. Holiday list preparation committee

Chairman	Member
SAO	AO - Member
ToR: Every year prepare holiday list in the month of January in consultation with ICAR/ Central Govt. guidelines/ holiday list.	

### 42. E-office Management Committee

Nodal Officer	Member
Dr. P Mooventhan, SS - AKMU In charge - Liaison Officer with IASRI.	Dr. Mallikarjuna J, SS - Technical Member
ToR: Look after proper functioning of E-office any rectification, new connection for any individual.	

### 43. Institute Library Unit

Dr. (Mrs.) Mamta Choudhary, PS - Incharge Dr. P Mooventhan, SS will manage library in absence of regular In-charge.
ToR: The committee will deal with strict vigilant, timely availability of Journals/books and fund utilization., implementation of decision / recommendation of LAC.

### 44. Institute Security Management Unit

Dr. S K Sharma, PS -Incharge Dr. BKChoudhary, SS will manage security in absence of regular In-charge.
ToR: This committee will be dealing with the regular monitoring and effective management by following set procedures.

#### 45. Institute Works Cell

Dr. S K Ambast, PS & JD (Edu) (Act) – Incharge  
Mr. Ashok Kumar, AAO - Member

ToR: Files related to approved Master plan, all old files and present construction related files, furniture supply status should be under the custody of the Chairman / Incharge. Since Chairman / Incharge is the custodian of all files and AAO is involved in the Cell, the Incharge with the help of AAO will initiate all files for approval of CA through the route – AO, SAO, FAO. The cell will make all the correspondences to CPWD, Director (Works) and SMD with a copy to CA, SAO and FAO. Initiate and execute new works approved under EFC (2021 – 26) on time. Chairman / Incharge will organize quarterly meeting of CPWD with the Director and implementation of decision / proceedings of IWMAC on time. Will take care all items related to work including furniture supply till handing and taking over is over.

#### 46. JD (Res) Cell

Dr. P Kaushal, JD(R) – Incharge  
Skilled worker / YPII

ToR: Dealing with all aspects of research, guiding of scientists, monthly meeting with scientists and review projects. Quarterly review of externally funded projects, implementation or action taken / recommendation / suggestions of RAC / QRT / IRC / SMD. Review target for bringing externally funded project, review of publication status, equipment maintenance and status and their use, develop collaboration.

#### 47. Education Cell

Dr. S K Ambast, PS & JD (Edu) (Act) – Incharge  
Dr. Vinay Kumar, SS- Coordinator (PG programme)  
Dr. B K Choudhary, SS- Coordinator (UG programme)  
Skilled worker / YP - I

ToR: The unit will deal with all matters related to Education, student welfare and implementation of decision / recommendations of Board of Studies. Will develop new courses / certificate / diploma courses while monitoring and dealing with each matter related to classes, practical and faculty/course coordinator in each semester, maintenance of record of students in all aspects including approval of leave based on the recommendation of Chairman and School Incharge, interaction with School In charge / Faculty, Director, IARI, Dean (Academy) including NIASM, IIAB, upgradation of class room. All major decision to be communicated to IARI in consultation / approval of CA.

#### 48. Right to Information (RTI) Cell

First Appellate Authority	Members
Dr. Anil Dixit, PS & JD (SCHB) (Act)	Dr. RKMuraliBaskaran, PS - Nodal Officer SAO - CPIO (Administration) I/c PME - CPIO (Research)
ToR: 1. Timely disposal of the case if any, following RTI guidelines.	

#### 49. Women Grievance Cell

Chairman	Members
Dr. (Mrs.) Mamta Choudhary, PS	Dr. (Mrs.) Subha Banerji (IGKV) - Member AO - Member Dr. (Mrs.) S. Dash, Scientist - Member Secretary
ToR: Timely disposal of the cases if any.	

#### 50. Plant Genetic Resource Cell

Nodal Officer	Members
Dr. R.K. MuraliBaskaran, PS	Dr. S K Jain, PS Member Dr. P N Sivalingam, PS Member Dr. Mallikarjuna J, SS - Member Secretary
ToR: Collection and maintenance of germplasm time to time.	

#### 51. Director cell

Liaison officer	
Scientific/Technical matter	Dr. PMoventhan, SS Dr. PNSivalingam- PS Dr. Mallikarjuna J- SS YP - II& YP - I
ToR: Attend important and urgent work of the Director cell, have a track of council mail/ query and coordinate to respond council/ SMD query by collecting information from concerned staff/ section bring new idea/ new science and up-to- date information.	

#### 52. Farm Unit

Dr. A Dixit, PS & JD (SCHBR) (Act) - Incharge. YP - I
ToR: Implementation of recommendation of Farm Advisory Committee, file movement related to farm works and timely repair of farm implements, borewell, farm operation, upkeeping of farm, timely insurance of tractors.

#### 53. Water Management in NIBSM, premises

Chairman	Members
Dr. S K Ambast,PS&JD (Edu) (Act)	Dr. B K Choudhary, SS - Member Dr.VWasnaik, SS - Member
ToR: Collection of rainwater in the water harvesting pond both from office premises and farm, diversion water flow towards pond from possible catchment areas.	

#### 54. Agricultural Knowledge Management Unit (AKMU)

Dr. P. Moventhan, SS - Incharge
ToR: Provide services to all units related to electronic/ICT, Wi-Fi connection,Upgradation of website every week/ fortnightly, management of e-resources of the institute, maintenance and

update the ERP modules in consultation with IASRI.Maintenance / inventory of all IT items in different schemes / externally funded projects / institute fund.Implementation of decision / recommendation of IDMAC, initiation of LED projection / decoration in different locations (main-gate, school / road side within campus).

#### 55. Technology Dissemination in Biotic Stress - free village

Coordinator	Members
Dr. S K Sharma, PS	Dr. K C Sharma, PS - Member Dr. (Mrs.) Mamta Choudhary, PS - Member Dr. V Wasnik, SS - Member Dr. P Mooventhan, SS - Member Secretary
ToR: Activity in the said village should be round the year. Identify technology / Bio stimulant/ ITC / Health camp / Awareness program / Disease / Pest / Weed control technique/ Demonstration, Farm implements etc.	

#### 56. MGMG Team

Team Leader	Members
Team A - Dr. S K Sharma	Dr. SK Jain, PS, Dr. MallikarjunaJ, SS, Dr. Yogesh Yele, Scientist
Team B - Dr. B K Choudhary	Dr. R K Murli Baskaran, PS, Dr. (Mrs.) Lata Jain, SS, Dr. V Wasnaik, SS
Team C - Dr. Vinay Kumar	Dr. P N Sivalingam, PS, Dr. (Mrs.) Mamta Choudhary, PS, Dr. Ashish Marathe, Scientist
Team D - Dr. Sridhar J	Dr. K C Sharma, PS, Dr. L LKharbikar, SS, Dr. (Mrs.) S Dash, Scientist
ToR: All the teams should visit MGMG villages every month regularly and submit the monthly report to Dr. P Mooventhan, SS for timely submission to ICAR / ATARI.	

#### 57. Public Relation Officer (PRO)

PRO	Members
Dr. Anil Dixit, PS & JD (SCHBR) (Act)	Dr. P Mooventhan, SS - Member
ToR: Institute activity shown to visitor, dealing with state administration. Fortnightly or monthly publication of institute activity in newspaper, whatsapp, Mob App, Institute website.	

#### 58. Monthly Meeting

Dr. SKJain, PS & I/c PME - Convener.
Dr. Ashish Marathe, Scientist will act in absence of regular convener
ToR: Ensure meeting every month and set agenda.

#### 59. Monthly Seminar

Dr. Vinay Kumar, SS - Convener
Dr. Yogesh Yele, Scientist will act in absence of regular convener.
ToR: Prepare seminar calendar for six months on emerging areas both for guest lecturer and

institute scientist.

**60. Organizing all Government/ICAR functions /Days/Weeks/Swachh Bharat Mission**

Dr. SKSharma, PS – Nodal Officer

Dr. (Mrs.) Lata Jain, SS will manage in absence of Nodal Officer.

ToR: Ensure timely action and submission of report

**61. Celebration of International year of Millets**

Chairman	Member
Dr. Pankaj Kaushal, JD (R)	Dr. S K Sharma, PS – Member
ToR: Chalk out and implement program on millet round the year and report to council time to time.	

**62. Industry Chair/Skill Development/Placement Cell**

Chairman	Member
Dr. S K Ambast, PS & JD (Edu) (Act)	Dr. S K Sharma, PS – Member Dr. K C Sharma, PS – Member Representative of students Dr. B K Choudhary, SS-Member Secretary
ToR: Organize industry meet, identify speaker for skill development and suitable firm/industry for campus placement of students.	

**63. Administration and Financial Unit**

Officers	Responsibilities	In absence of regular officer
Mr. Malay Bisht	Senior Administrative Officer (SAO)	AO
Mr. M C Jetwani	Administrative Officer (AO)	-
Mr. Ashok Kumar, AAO	Drawing and Disbursing Officer (DDO)	AAO (Stores)
AAO (Stores)	Store Officer (AO till AAO join)	Mr. Ashok Kumar, AAO
Mr. Asif Mohammad, FAO	Finance and Account Officer (FAO)	Dr. K C Sharma, PS
ToR: Timely disposal of files/documents in a coordination manner, timely AMC, fortnightly reviews of pending works/outstanding advances, audit para, effective planning and management for utilization of funds and submission of progress report to Director. Timely response to Council queries, Organizing/renewal of IMC, DPC etc. SAO will sanction DDO imprest.		

**64. Incharges of various unit / cell / individual responsibility**

Sl.	Unit, upgradation and maintenance	Incharge / Coordinator
1	Director's Committee Room	Dr. P Moventhan, SS
2	Conference Room	
3	Two Board rooms	

4	Auditorium	Estate Section - Dr. K C Sharma, PS
5	Seminar Hall 1	Incharge SCSR
6	Seminar Hall 2	Incharge / JD(SCHBR)
7	Institute Library	Dr. (Mrs.) Mamta Choudhary, PS
8	Dispensary	Dr. (Mrs.) Lata Jain, SS
9	SCSP Training Hall	Dr. (Mrs.) Mamta Choudhary, PS
10	Residential Farmers Training Hostel (SCSP & TSP Scheme)	Dr. Vinay Kumar, SS
11	Farm Incharge	Dr. Anil Dixit, PS&JD (SCHBR)
12	Works cell Incharge	Dr. S K Ambast,PS&JD (Edu)
13	Estate sectionIncharge	Dr. S K Jain, PS
14	Security unit	Dr. S K Sharma, PS
15	Girl's hostel warden	Dr. (Mrs.) Mamta Choudhary, PS
16	Boy's hostel warden	Dr. K C Sharma, PS
17	Library under SCSP & TSP Scheme	Dr. (Mrs.) Mamta Choudhary, PS
18	ARMS	Dr. A Dixit, PS & JD (SCHBR) (Act)
19	Pot experimental site	Dr. Mallikarjuna J, SS
20	Gene Garden	Dr. P N Sivalingam, PS
21	All classroomswith all facilities	Education cell (Chairman / Coordinator)
22	AKMU Incharge	Dr. P Mooventhan, SS
23	Training hall old building	Dr. P Mooventhan, SS
24	On and off campus training under SCSP & TSP scheme including literature development	Dr. Vinay Kumar, SS
25	Policy papers on biotic stress	Dr. S K Jain, PS
26	Industry meet	Dr. S K Ambast,PS& JD (Edu)
27	National Seminar/Conference	Dr. Pankaj Kaushal, JD (R)
28	Parliamentary question / VIP reference / Standing committee questions	Dr. Pankaj Kaushal, JD(R)
29	Zero parthenium- free campus and farm	Dr. B K Choudhary, SS
30	Termite free campus	Entomology team

- This order to be followed with effect from 1<sup>st</sup> April, 2023.
- The outgoing committee should handover the charge to the new committee within a week.
- In absence of Chairman/Nodal Officer/Coordinator, next senior most officers will act as Chairman/Nodal Officer/Coordinator.
- All the files and related record should be in the custody of Chairman / Inchargeof the concern committee on his office with fixing the responsibility.
- All the files/papers should be routed through Chairman/Coordinator/Convener/Nodal Officer with critical observations and comments.
- Works Cell / Estate Unit / Farm Unit / Education Cell / PME will initiate file with the administrative staff involved in the cell.
- Each committee should conduct meeting, as mentioned in the order and it is the responsibility of the Member Secretary to submit the proceedings to Chairman in the same day or following day of conducting meeting and Chairman / coordinator will put up to CA for approval.

  
(Malay Bisht) 31/5/23

Sr. Administrative Officer

Circulation to:

1. All committee members, ICAR-NIBSM, Baronda, Raipur (C.G.)
2. All section In-charges, ICAR-NIBSM, Baronda, Raipur (C.G.)
3. PS to Director, ICAR-NIBSM, Baronda, Raipur (C.G.)
4. PA to Joint Director (R), ICAR-NIBSM, Baronda, Raipur (C.G.)
5. AO- ICAR-NIBSM, Baronda, Raipur (C.G.)
6. F&AO- ICAR-NIBSM, Baronda, Raipur (C.G.)
7. DDO - ICAR-NIBSM, Baronda, Raipur
8. Vigilance Officer, ICAR-NIBSM, Baronda, Raipur
9. Guard File.

मलय बिष्ट  
Malay Bisht

वरिष्ठ प्रशासनिक अधिकारी  
Senior Administrative Officer  
भा.कृ.अनु.प.-रा.जै.स्ट्रे.प्र.सं., बरौंडा, रायपुर  
ICAR-NIBSM, Baronda, Raipur