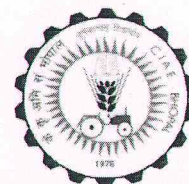




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File No.12-200/2022/Estt./Misc.Commtt. E-file-227645

Dated: 02.12.2024

OFFICE ORDER

The Director ICAR-CIAE is pleased to re-constitute the following standing committees for the Institute with effect from 01.12.2024 for tenure of two year from the date of issue or until further orders. The detail of each committee i.e Composition, Quorum & terms of reference is enclosed in Annexure-I of the office order.

Sl. No.	Committees Name	Page No.
I	Farm Section Committees	02
I.A	Farm Advisory Committee	02
II	Administration and Recruitment Section Committees	02
II.A	Standing Sports Promotion Committee	02
III	Central Store Committee	03
III.A	Institute weeding out and wire off Committee	03
IV	Purchase Section	03
IV.A	Institute Catering Committee	04

Further, in the earlier committees constituted vide Office Order no. 12-200/2022/Estt./Misc.Commtt. dated 17.09.2024 following correction are being incorporated with immediate effect.

Sl. No.	Committees Name	Remarks	Page No.
I	Technology and Transfer Division		02-03
I.A	Institute Technical Management Committee (ITMC)	The Designation of Dr. K. N. Agarwal may be read as PC,AICRP on FIM instead of PC,AICRP on ESA	02
II	Administration and Recruitment Section Committees		02-05
II.F	Higher Studies Committee	The Designation of Dr. K. N. Agarwal may be read as PC,AICRP on FIM	05
II.G	Establishment of Creche Committee	The Designation of Ms. Jolly John may be treated as T-6 instead of T-5	05
III	Official Language implementation Committee		06
III.A	Official Language implementation committee	The Designation of Dr. K. N. Agarwal may be read as PC,AICRP on FIM	06
IV	Security Related Committee		06
IV.A	Security Review Committee	The Designation of Dr. K.V.R Rao may be read as Head IDED	06
V	Estate Management Section related committee		07
V.A	Technical Scrutiny Committee	The Designation of Mr. Dhanraj Waghdhare may be read as T-6 instead of T-5	07
V.B	Institutes Work Committee	The Designation of Dr. Sukhbir Singh may be read as PC,AICRP on ESAAS	07
VI	Purchase Section Committee		07-11
VI.D	Institute Purchase Advisory Committee	CFAO/FAO may nominate their nominee not below AF&AO	10

(अभिषेक यादव/Abhishek Yadav)

मुख्य प्रशासनिक अधिकारी / Chief Administrative Officer
Chief Administrative Officer
ICAR-Central Instt. of Agri. Engg.
Nabi Bagh, Bersia Road, Bhopal-38

Distribution:

1. All Staff, ICAR-CIAE, Bhopal through mail.
2. Chairman, Co-chairman, Member Secretary, Members of the aforementioned committee through mail.

Annexure-I**I. Farm Section Committees****(I.A) Farm Advisory Committee**

1.	Chairperson to be nominated by the Director	Chairperson	Dr. S.P. Singh, PS & PC, AICRP on MAH
2.	Member to be Nominated by the Director	Member	Dr. Dilip Jat, Scientist
3.	Member to be Nominated by the Director	Member	Dr. Mukesh Kumar, Scientist
4.	Member to be Nominated by the Director	Member	Shri Medni Pratap Singh, Farm Manager (T-7-8)
5.	Incharge, EMS (Ex-Officio)	Member	Dr. Chandra Kant Saxena, Senior Scientist
6.	Incharge Farm Section (Ex-Officio)	Member Secretary	Shri Ravindra Singh, CTO

Quorum: Minimum 04 members including Chairperson. In absence of Chairperson the senior most member will act as Chairperson.

Terms of Reference: (i) To Provide overall supervision to Incharge Farm in development and management of farm area and its activities. (ii) To recommend seasonal and annual work plan of farm activities along with critical input (Seed, Fertilizer, Chemical, Irrigation, etc) requirement for agricultural/ horticultural/ development/maintenance activities for approval of competent authority. (iii) To supervise/ recommend allocation of plots/ area for various farm activities such as research, seed production, orchard, garden, lawn or any other related activities for both Rabi and Kharif season or on perennial use. (iv) To decide the developmental priorities of institute farm and propose or recommend developmental activities in short/ long term basis as and when required. (v) To provide feedback and suggestions to the competent authority in matter of short/long-term activities of the farm or any other activity seems to be pertinent to the interest and benefit of the Institute farm. (vi) The committee will also focus on modernization of institute farm particularly carrying out most of farm operations using machinery. (vii) It will also prepare and implement a plan to automate a plot of institute farm with modern gadgets for display and demonstration.

II. Administration and Recruitment Section Committees**(II.A) Standing Sports Promotion Committee**

1.	Chairperson to be nominated by the Director	Chairperson	Dr. Shashi Rawat, Principal Scientist
2.	Co-Chairperson to be nominated by the Director	Co-Chairperson	Dr. Ashutosh Pandirwar, Scientist
3.	Secretary to be nominated by the Director	Secretary	Shri Medni Pratap Singh, ACTO
4.	Member to be nominated by the Director	Member	Shri Ravindra Kumar Hedau, AAO(Purchase)
5.	Member to be nominated by the Director	Member	Smt. Jolly John, T-6
6.	Secretary IJSC or member nominated by IJSC committee	Member	Secretary IJSC or member nominated by IJSC committee

Quorum: Minimum 04 members including chairperson. In absence of Chairperson Co-Chairperson will act as Chairperson.

Terms of Reference: (i) The Committee will ensure the selection criteria for the competitions played inside and outside the institute. (ii) The Committee will take action for promotion of sports in the institute and will also work for overall development of sports infrastructure. (iii) The Committee will also nominate the representatives of various sports to the committee.

III. Central Store Committees

(III.A) Institute weeding out and write off committee

1.	Chairperson to be nominated by the Director	Chairperson	Dr. Karan Singh, Principal Scientist & I/C AKMU
2.	Member to be Nominated by the Director	Member	Dr. C. S. Sahay, Principal Scientist
3.	Member to be Nominated by the Director	Member	Dr. Bikram Jyoti, Scientist
4.	In-Charge Farm Section (Ex-Officio)	Member	Shri Ravindra Singh, CTO
5.	In-Charge EMS (Ex-Officio)	Member	Dr. Chandra Kant Saxena, Senior Scientist
6.	Finance and Accounts Officer (Ex-Officio)	Member	Shri Rajesh Dubey, Finance and Accounts Officer
7.	Assistant Administrative Officer - Central Store (Ex-Officio)	Member Secretary	Shri Mustafa Kamal, AAO(CS)

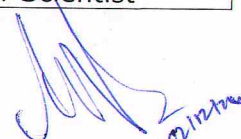
Quorum: Minimum 04 members including Chairperson and member finance. In absence of Chairperson the senior most member will act as Chairperson

Terms of Reference: (i) The Committee shall discharge its duties in accordance of GFR Rule 217 to 221 & 320 (1&2) and Record Retention Schedule issued by Department of Administrative Reforms Grievance, Govt. of India Common to all Departments. (ii) The Committee as a whole will scrutinize the GFR 10 containing details of the obsolete/unserviceable stores and lists of old files/records received from various divisions/sections/schemes and provide suitable recommendation for declaration of stores as unserviceable/obsolete and weeding out respectively as per relevant rules indicated against point no. (i),(iii) The Committee will supervise collection of scrap/obsolete stores/material and old files/records from concerned PCs/Head/Incharges/custodians and provide recommendation as enumerated in relevant GFR Rules.(iv) Committee will also supervise disposal of the obsolete/unserviceable stores/materials and destruction of old records/files by following most appropriate methods as per rules indicated against point no.(i),(v) Requirement of labour/workforce shall be met from the available resources of the concerned sections/schemes/divisions including farm section.(vi) File related work will be done by central stores.

IV. Purchase Section

(IV.A) Institute Catering committee

1.	Chairperson to be nominated by the Director	Chairperson	Dr. Subir Kumar Chakraborty, Principal Scientist
2.	Member to be Nominated by the Director	Member	Dr. N.S. Chandel, Senior Scientist



3.	Member to be Nominated by the Director	Member	Dr. Adinath Kate, Scientist
4.	CF&AO/F&AO/AF&AO	Member	CF&AO/F&AO/AF&AO
5.	AAO-Purchase (Ex-Officio)	Member	Shri R K Hedau, AAO (Purchase)
6.	In-Charge Guest House (Ex-Officio)	Member Secretary	In-Charge Guest House

Quorum: Minimum 04 members including Chairperson. In absence of Chairperson the senior most member will act as Chairperson

Terms of Reference: (i) The Committee shall discharge its duties in all aspects of catering including finalization of catering tender including Guest House & Canteen (ii) The committee will also monitor the quality of catering services in the institute.


02/12/24