



**भा.कृ.अनु.प.-केन्द्रीय कृषि अभियांत्रिकी संस्थान**  
**नबीबाग, बैरसिया रोड, भोपाल-462 038 (म.प्र.)**  
**ICAR-CENTRAL INSTITUTE OF AGRICULTURAL ENGINEERING**  
**NABI BAGH, BERASIA ROAD, BHOPAL- 462 038 (M.P.)**

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Dated:17.09.2024

**OFFICE ORDER**

The Director ICAR-CIAE is pleased to re-constitute the following standing committees for the Institute with effect from 17.09.2024 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.

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(अभिषेक यादव/Abhishek Yadav)

मुख्य प्रशासनिक अधिकारी / Chief Administrative Office

**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. Technology Transfer Division Committees.****(I.A) Institute Technical Management Committee (ITMC)**

1	Director, ICAR-CIAE	Chairman	Director (Ex-Officio)
2.	1 Head of Division	Member	Dr. Ved Prakash Chaudhary, Head AMD
3.	Technical Expert-1 (Scientist of the Institution)	Member	Dr. K. N. Agrawal, PC, AICRP on ESA
4.	Technical Expert-2 (Scientist of the Institution)	Member	Dr. U. R. Badegaonkar, Head TTD
5.	IPR Expert (Scientist from ICAR institutions in the zone)	Member	Dr. Sanjay Shrivastava, PS, ICAR-IISS, Bhopal.
6.	Member Secretary Staff Research Council(SRC)/IRC	Member	Member Secretary IRC (Ex-Officio)
7.	I/c PME Cell	Member	I/c PME Cell (Ex-Officio)
8.	Officer-in-charge, ITMU	Member Secretary	In-Charge ITMU (Ex-Officio)

**Terms of Reference:** The ITMC chaired by Director of the Institution will be the highest decision making body relating to all issues of IP management and technology transfer/commercialization.

**(I.B) Consultancy Processing Cell (CPC)**

1.	Chairman to be nominated by the Director	Chairman	Dr. Dipika A. Murugkar, Principal Scientist, CESPU
2.	Member to be nominated by the Director	Member	Dr. C.S. Sahay, Principal Scientist, AMD
3.	Member to be nominated by the Director	Member	Dr. Sandip Mandal, Senior Scientist, AEP
4.	Officer-in-charge, ITMU	Member	Dr. V. Bhushana Babu, Senior Scientist, TTD

**Quorum:** Minimum 03 members including chairman. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** The Committee shall look after distribution and licensing of commercialized technology of the Institute.

**(I.C) Zonal Institute Technology Management Committee (ZITMC)**

1.	Director (of the identified zonal institute)	Chairman	Director (Ex-Officio)
2.	Director/ Representative of another ICAR institution in the zone	Member	Dr. N. Kotwaliwale, Director, CIPHET or nominee
3.	Director of another ICAR institution in the zone	Member	Director-CIRCOT or nominee
4.	Chief/ Senior Finance Officer	Member	ICAR-CIAE, FAO (Ex-Officio)
5.	Technical Experts-1 ( Scientists of ICAR institutions)	Member	Dr. A. N Roy, I/c ITMU, NINFET, Kolkata
6.	Technical Experts -2( Scientists of ICAR institutions)	Member	Dr. S.K. Pandey, I/c ITMU, IINRG, Ranchi
7.	Representatives of ATMC/ICAR headquarters	Member	ADG (IPTM) or his nominee



			(Ex-Officio)
8.	Experts members-1, one each in Business Management/ Commerce and Law	Member	Er. Rajeev Choudhary, Director
9.	Experts members-2, one each in Business Management/ Commerce and Law	Member	Mr. Jiten Jadhav, Deputy Manager, Eicher-Tractor, Bhopal.
10.	Incharge, Zonal Agro-Technology Management Centre	Member Secretary	Dr. U.R.Badegaonkar, Head TTD and PI, ZTMC.

**Terms of Reference:** To address specific and emergent IP related matter/concerns with respect to the ICAR institutions in the zone.

## II. Administration and Recruitment Section Committees

### (II. A) Committee for appointment on Compassionate grounds in this Institute.

1.	Chairman to be nominated by the Director	Chairman	Dr. S. P. Singh, Principal Scientist & PC, UAE
2.	A link chairman/member to be nominated by the Director	Member	Dr. C. S. Sahay, Principal Scientist, AMD
3.	Welfare officer to be nominated by the Director	Member	Dr. Subir Kumar Chakraborty, Principal Scientist, TTD
4.	Member to be nominated by the Director	Member	Dr. Sweeti Kumari, Scientist, AMD
5.	Chief Administrative Officer (Ex-Officio)	Member Secretary	Mr. Abhishek Yadav, Chief Administrative Officer

**Note:** Dr. Subir Kumar Chakraborty, Principal Scientist will also act as Welfare officer as per the Compassionate appointment guidelines.

**Quorum:** Minimum 03 members including chairman and Welfare Officer. In absence of Chairman the senior most member will act as the Chairman.

**Terms of Reference:** The Committee will evaluate proposals received from family members/ applications of various ex-employees under compassionate appointment grounds, for its recommendation to the Director for making appointment as per compassionate appointment guidelines.

### (II. B) Institute Foreign Deputation Committee

1.	Chairman to be nominated by the Director	Chairman	Dr. Vinod Kumar Bhargav, PC, AICRP on EAAI
2.	Member to be nominated by the Director	Member	Dr. C. S. Sahay, Principal Scientist, AMD
3.	Member to be nominated by the Director	member	Dr. Ranjay Kumar Singh, Principal Scientist
4.	Member to be nominated by the Director	Member	Dr. Sandip Mandal, Senior Scientist
5.	In-charge PME Cell (Ex-Officio)	Member	I/c PME Cell, (Ex-Officio)
6.	I/c HRD	Member	, I/c HRD, (Ex-Officio)
7.	Chief Administrative Officer (Ex-Officio)	Member Secretary	Mr. Abhishek Yadav, Chief Administrative Officer

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

**Terms of Reference:** The Committee will evaluate the applications received for Foreign Deputation and submit its recommendation for the approval of the Competent Authority.



**(II. C) Women Cell of the Institute**

1.	Chairperson (Female employee) to be nominated by the Director	Chairman	Dr. Nita Khandekar, Principal Scientist, I/c CESPU
2.	Member to be nominated by the Director	Member	Dr. Harsha Wakudkar, Scientist, AEP
3.	Member to be nominated by the Director	Member	Dr. Deepika Shende Channe, T-7-8, PME
4.	Member to be nominated by the Director	Member	Ms. Sarita, T-6, AKMU
5.	Member to be nominated by the Director	Member	Ms. Priya Borkar, T-5, APPD
6.	Administrative Officer looking after admn./Estt. to be nominated by Director	Member Secretary	Mr. Ashish Sahu, AAO(Admn.), Ex-Officio

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

**Terms of Reference:** The Women Cell will basically function for the welfare of the women employees and will cater to the issues-grievances pertaining to the women employees and will recommend on issues concerning to women employees. The Committee will organize the celebration of International Women's day in the institute and maintain records of all the expenditure done for the same.

**(II. D) Internal Complaints Committee as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [SHWW (PPR) Act.]**

1.	Chairperson (Female employee) to be nominated by the Director	Chairman	Dr. Nita Khandekar, Principal Scientist, CESPU
2.	Member to be nominated by the Director	member	Dr. V. Bhushana Babu, Senior Scientist
3.	Female official from other ICAR Institute	member	Dr. K. Bharti, Principal Scientist, ICAR-IISS, Bhopal
4.	Member to be nominated by the Director	member	Dr. Ramesh Kumar Sahni, Scientist, AMD
5.	Third party female official	member	Ms. Rachna Dhingra, Bhopal Group of Information and Action (NGO)
6.	Member Secretary to be nominated by the Director	Member Secretary	Dr. Ajay Kumar Roul, Senior Scientist, AMD

**Quorum:** Minimum 04 members including chairman.

**Terms of Reference:** The Committee will scrutinize the complaints raised for the aforementioned subject and take actions as per the guidelines of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**(II. E) Committee under Swachhh Bharat Mission (SBM)**

1.	Chairman to be nominated by the Director	Chairman	Dr. Ranjay Kumar Singh, Principal Scientist, AMD
2.	In-Charge Estate Management Section (Ex-Officio)	Member	In-Charge Estate Management Section
3.	Member to be nominated by the Director	Member	Dr. Sandip Mandal, Senior Scientist
4.	In -Charge Farm Section (Ex-Officio)	Member	In -Charge Farm Section
5.	AAO (Central Store) of the institute (Ex-Officio)	Member Secretary	Shri Mustafa Kamal, AAO ( Central Store)



**Quorum:** Minimum 03 members including chairman. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** The Committee will organize the Swachta Pakhwada week and other activities as and when required under Swachhh Bharat Mission.

#### (II. F) Higher Studies Committee

1.	Chairman to be nominated by the Director	Chairman	Dr. K. N. Agrawal, Principal Scientist
2.	Member to be nominated by the Director	Member	Dr. Sandip Gangil, Principal Scientist
3.	Member to be nominated by the Director	Member	Dr. Subir Kumar Chakraborty, Principal Scientist,
4.	Member to be nominated by the Director	Member	Dr. Ajay Kumar Roul, Senior Scientist
5.	Chief Administrative Officer (Ex-Officio)	Member Secretary	Shri Abhishek Yadav, CAO

**Quorum:** Minimum 03 members including chairman. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** The Committee will scrutinize the applications received for Higher Studies on regular/part time/distance learning/Correspondence Courses for Scientific/Technical/Administration/SSS Cadre under the guidelines issued By the council.

#### (II. G) Establishment of Creche Committee

1.	Chairperson to be nominated by the Director	Chairperson	Dr. Nita Khandekar, PS & I/c CESPU
2.	Member to be nominated by the Director	Member	Dr. Deepika Shende Channe, ACTO
3.	One member of Administration	Member	CAO or his nominee
4.	One member of Audit and Accounts	Member	F&AO or his nominee
5.	One member of EMS	Member	Incharge EMS (Ex-Officio)
6.	One Member of IJSC	Member	Member Secretary - IJSC
7.	Member Secretary and Incharge Creche to be nominated by the Director	Member Secretary	Mrs. Jolly John, T-5

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

**Terms of Reference:** Committee will function as per the National Minimum guidelines in respect of establishment of crèche. The Committee will responsible for establishment & maintenance of crèche.

#### (II. H) Managing Committee for administering the Welfare Fund

1.	Joint Director (H.O.D/CAO to be nominated by the Director.	Chairperson	Dr. Sandip Gangil, PS & Acting Head, AEP
2.	One Principal Scientist /Sr. Scientist to be nominated by the Director.	Member	Dr. K. P. Saha, PS
3.	CAO/SAO/AO (One) to be nominated by the Director	Member	Shri Abhishek Yadav, CAO
4.	CFAO/FAO/SFAO (One) to be nominated by the Director	Member	Shri Rajesh Dubey, FAO
5.	One lady representative to be nominated by the Director	Member	Dr. Deepika Shende Channe, ACTO
6.	Secy.(SS) IJSC or his nominee (Ex-Officio)	Member	Shri A. K. Pathak, Sr. Technician



7.	One group 'D' staff representative to be nominated by the Director	Member	Shri Basant Verma, SSS
8.	Administrative Officer looking after admn./Estt. to be nominated by Director.	Member Secretary	Shri Ashish Sahu, AAO (Admn.)

**Quorum:** Minimum 04 members including chairman & Member of Finance.

**Terms of Reference:** Committee will function as per guidelines of Managing Committee for administering the Welfare Fund and will monitor the fund available under Staff Welfare Fund.

### III. Official Language implementation Committee

#### (III.A) Official language implementation Committee

1.	Director, ICAR-CIAE	Chairman	Director, CIAE (Ex-Officio)
2.	Head of the office (Ex-Officio)	Member	Shri Abhishek Yadav, CAO
3.	01 PC of AICRPs at ICAR-CIAE	Member	Dr. K. N. Agrawal, Principal Scientist
4.	01 Head at ICAR-CIAE	Member	Dr. K.V.R. Rao, Head IDED
5.	Incharge AKMU	Member	Ex-Officio, I/c AKMU
6.	Incharge Hindi Magazine, Ex-Officio (Krishi Abhiyantriki Darpan)	Member	Dr. Manoj Kumar Tripathi, Principal Scientist
7.	Finance & Accounts Officer (Ex-Officio)	Member	Shri Rajesh Dubey, F&AO
8.	01 Assistant Chief Technical Officer (Official Language)	Member	Shri Rajesh Tiwari, ACTO
9.	Invited member by Hindi Cell (AO/AAO from other institute)	Member	Invited member by Hindi Cell
10.	Deputy Director of Official language, Ex-Officio	Member Secretary	Shri Rakesh Kumar, DD(OL)

**Quorum:** Minimum 06 members including chairman.

**Terms of Reference:** Review of implementation of Official Language Policy and suggest the measures for propagation and implementation of use of official language hindi in the institute.

### IV. Security related Committee

#### (IV. A) Security Review Committee

1.	One nominated Head or PC	Chairman	Dr. K.V.R.Rao, Principal Scientist
2.	Member from Farm Section	Member	Ex-Officio, I/c Farm Section
3.	Member from Security	Member	Ex-Officio, I/c Security
4.	Member from Administration	Member	Ex-Officio, AAO (Purchase-II)
5.	Security Supervisor	Member Secretary	Shri Abhishek Meena, T-4,AMD

**Quorum:** Minimum 03 members including chairman.

**Terms of Reference:** Review of security of the campus, deployment of guards and dealing with the issues with the security service provider firm etc.



### V. EMS related Committees

#### (V. A) Technical Scrutiny Committee (works).

1.	Chairman to be nominated by the Director	Chairman	Dr. Ranjay Kumar Singh, PS
2.	Member to be nominated by the Director	Member	Dr. Ajay Kumar Roul, Senior Scientist
3.	Member to be nominated by the Director	Member	Dr. Abhishek Waghaye Mitaram, Scientist
4.	Member to be nominated by the Director	Member	Mr. Dhanraj Waghdare, Technical Officer
5.	In-Charge EMS	Member	In-Charge, EMS (Ex-Officio)
6.	Indenter-EMS	Member Secretary	Indenter-EMS

**Quorum:** Minimum 03 members including chairman and One representative from EMS. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** For vetting technical specification of works/repair and maintenance proposals costing above Rs. 50,000/- except estimates prepared by CPWD. To prepare and endorse technical/comparative statements for all quotations/offers received through limited/open tender and submit its recommendation to the Director.

#### (V.B) Institute Works Committee

1.	Chairman to be nominated by the Director	Chairman	Dr. K. V.R. Rao, Head IDED
2.	Link Chairman to be nominated by the Director	Link Chairman	Dr. Sukhbir Singh, Principal Scientist
3.	Member to be nominated by the Director	Member	Dr. Ravindra Randhe Dhondibhau, Senior Scientist
4.	Member to be nominated by the Director	Member	Dr. Dilip Jat, Scientist
5.	Member from Audit and Accounts	Member	CFAO/F&AO or their nominee not below AFAO.
6.	Member from Administration	Member	CAO or his nominee not below AO (Ex-Officio)
7.	Incharge EMS (Ex-Officio)	Member	Incharge EMS (Ex-Officio)
8.	Asstt. Admn. Officer (P-2 & Works)	Member	Asstt. Admn. Officer (Works)

**Quorum:** Minimum 04 members including chairman and member finance. In absence of Chairman the Link Chairman will act as Chairman.

**Terms of Reference:** The Committee will deal with the request of works costing more than Rupees 1 Lakh. The Committee will also finalize the list of contractors dealing with Civil, Electrical, Mechanical & telecommunication jobs for the institute as when needed. The Committee can recommend work (both new & repair) that needs to be undertaken by the Institute.

### VI. Purchase Section Committees

#### (VI.A) Institute Corpus Fund Committee

1.	Director, ICAR-CIAE (Ex-Officio)	Chairman	Director, ICAR-CIAE (Ex-Officio)
2.	Chief Administrative Officer (Ex-Officio)	Member	Chief Administrative Officer (Ex-Officio)
3.	CF & AO/F&AO	Member	CF & AO/F&AO (Ex-Officio)
4.	Member to be nominated by the	Member	Dr. V. P. Chaudhary, Head



	Director		AMD
5.	Member to be nominated by the Director	Member	Dr. Subir Kumar Chakraborty, Principal Scientist
6.	Member to be nominated by the Director	Member	Dr. Sandip Mandal, Senior Scientist
7.	Invited member to be nominated by Director	Member	Ex-Officio, I/c EMS
8.	Invited member to be nominated by Director	Member	Ex-Officio, I/c Farm Section

**Note:** AAO (Purchase-I) shall coordinate the meeting.

**Quorum:** Minimum 04 members including chairman and CFAO/F&AO.

**Terms of Reference:** The Committee will monitor utilization of corpus fund of ICAR-CIAE as per corpus fund-ICAR guidelines, 2023 as amended from time to time. It will also examine and recommend the proposals presented before the committee for which approval of the council is required. Any other proposal under corpus fund as decided by the competent authority for scrutiny and further recommendations.

**(VI.B) Institute Proprietary Article Declaration Committee**

1.	Chairman to be nominated by the Director	Chairman	Dr. S. P. Singh, PC,UAE
2.	Member to be nominated by the Director	Member	Dr. C.D. Singh,I/c Instrumentation Cell
3.	Member to be nominated by the Director	Member	Dr. Manoj Kumar Tripathi, PS
4.	Member to be nominated by the Director	Member	Dr. N.S.Chandel, Senior Scientist
5.	Indenter	Member Secretary	Indenter

**Quorum:** Minimum 03 members including chairman. In absence of Chairman the senior most member will act as Chairman.

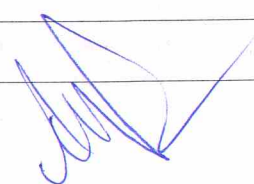
**Terms of Reference:** To evaluate and recommend cases of proprietary articles and other cases related with GFR 166 (Single tender enquiry) for further recommendations of IPAC and approval of Competent Authority. Any other duties assigned by the Director, ICAR-CIAE

**(VI.C) Technical Scrutiny Committee for purchase of goods (Consumables and Non Consumables)**

<b>I</b>	<b>Group I : Hardware, Steel, Civil Material and Electrical</b>	
1.	Dr. C. S. Sahay, PS	Chairman
2.	Dr. C. K. Saxena, PS	Member
3.	Dr. Bikram Jyoti, Scientist	Member
4.	Dr. H.S. Pandey, Scientist	Member
5.	Indenter	Member Secretary
<b>II</b>	<b>Group II : Workshop Tools and Machinery</b>	
1.	Dr.V. K. Bhargav, PS	Chairman
2.	Dr. Ajay Kumar Roul, PS	Member



3.	Dr. Ankur Nagori, Senior Scientist	Member
4.	Dr. Ashutosh Pandirwar, Scientist	Member
5.	Indenter	Member Secretary
<b>III</b>	<b>Group III : Laboratory Equipment &amp; Instruments</b>	
1.	Dr. C.D. Singh, PS	Chairman
2.	Dr. N. S. Chandel, PS	Member
3.	Dr. Yogesh Anand Rajwade, Scientist	Member
4.	Dr. Dilip Ananda Pawar, Scientist	Member
5.	Indenter	Member Secretary
<b>IV</b>	<b>Group IV : Farm Equipment and Prime Movers</b>	
1.	Dr. Uday Badegaonkar, PS	Chairman
2.	Dr. R. R. Potdar, SS	Member
3.	Dr. Mukesh Kumar, Scientist	Member
4.	Dr. Aman Mohare, T-6	Member
5.	Indenter	Member Secretary
<b>V</b>	<b>Group V : Computers and Peripherals</b>	
1.	Dr. Shashi Rawat, PS	Chairman
2.	Dr. Abhijit Khadatkhar, PS	Member
3.	Dr. Adinath Kate, Scientist	Member
4.	Mrs. Sarita, ACTO	Member
5.	Indenter	Member Secretary
<b>VI</b>	<b>Group VI : Office Equipment, Furniture and Stationery</b>	
1.	Dr. Dushyant Singh, PS	Chairman
2.	Dr. Sandip Mandal, SS	Member
3.	Dr. C. P. Sawant , Scientist	Member
4.	Dr. A.P. Magar, Scientist	Member
5.	Indenter	Member Secretary
<b>VII</b>	<b>Group : Chemicals and Glassware</b>	





1.	Dr. M.K. Tripathi, PS	Chairman
2.	Dr. P. K. Guru, Scientist	Member
3.	Dr. Samlesh Kumari, Scientist	Member
4.	Dr. Ajesh Kumar V, Scientist	Member
5.	Indenter	Member Secretary
<b>VIII</b>	<b>Group VIII : Equipment/items other Group I-VII</b>	
1.	Dr. U. C Dubey, PS	Chairman
2.	Dr. Manish Kumar, Scientist	Member
3.	Er. Vijay Kumar, Scientist	Member
4.	Er. Sweeti Kumari, Scientist	Member
5.	Indenter	Member Secretary

**Quorum (VI.C-I to VI.C-VIII):** Minimum 03 members including Chairman. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference (VI.C-I to VI.C-VIII) :** For vetting purchase indents & its technical specification for purchase of goods ( Consumables and Non Consumables) costing above Rs. 50000/- To prepare and endorse technical/comparative statement for all quotations/offers received through bidding on Gem portal/CPMP/Sealed quotation etc. Indenter will also provide assistance; recommendations if needed be Comparative statement will be signed by TSC. Indenter will check the equipment/material/stores on delivery at the institute with original specifications/technical comparative for acceptance or rejection as the case may be.

**(VI.D) Institute Purchase Advisory Committee**

1.	Chairman to be nominated by the Director	Chairman	Dr. Karan Singh, PS & I/c AKMU
2.	Member to be nominated by the Director	Member	Dr. V. Bhushana Babu, Senior Scientist
3.	Member to be nominated by the Director	Member	Dr. Ramesh Kumar Sahni, Scientist
4.	Chief Admn. Officer	Member	Chief Admn. Officer (Ex-Officio)
5.	CF & AO/F&AO	Member	CFAO / F&AO (Ex-Officio)
6.	Asstt. Admn. Officer (P1&P2) as the case may be.	Member Secretary	Asstt. Admn. Officer (P1 or P2), (Ex-Officio) or as the case may be.

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

**Terms of Reference:** The Committee will examine & submit its recommendations for all proposals costing more than Rs. 1,00,000/-.

**(VI.E) Tender Opening Committee**

1.	Chairman to be nominated by the Director	Chairman	Dr. K.P.Saha, Principal Scientist
2.	Member to be nominated by the Director	Member	Dr. Manoj Kumar Tripathi, Principal Scientist
3.	Member to be nominated by the	Member	Dr. Rajeshwar Sanodiya,



	Director		Scientist
4.	F&AO & AO	Member	F&AO or his nominee (Ex-Officio)
5.	Asstt. Admn. Officer (P1or P2 or Works) as the case may be.	Member Secretary	Asstt. Admn. Officer (P1or P2or Works) as the case may be , (Ex-Officio)

**Quorum:** Minimum 03 members including chairman/link chairman and member finance. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** Opening of quotation/tenders etc for procurement of goods /services/ consultancy/outsourcing/works/repair and maintenance etc through all modes of procurement where bids are invited.

#### (VI.F) Price Fixation Committee

1.	Chairman to be nominated by the Director	Chairman	Dr. U.C. Dubey, Principal Scientist
2.	Member to be nominated by the Director	Member	Dr. Yogesh Anand Rajwade, Scientist, IDED
3.	Member to be nominated by the Director	Member	Dr. M.P.Singh, ACTO
4.	F&AO/Others/Nominee	Member	F&AO/Others/Nominee (Ex-Officio)
5.	Incharge Farm(Ex-Officio)/AAO(P-1) However AAO (Central Stores) in case of items to be placed for disposal for auction of obsolete items related to stores.	Member	Incharge Farm(Ex-Officio)/AAO(P-1)
6.	Asstt. Admn. Officer (P1&P2)	Member	Asstt. Admn. Officer (P1&P2), (Ex-Officio)

**Quorum:** Minimum 04. members including chairman and Member Finance. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** The Committee will deal with the fixation of prices of all the types of produces including APC, Farm produce, KVK items, etc. to be placed for disposal, auction etc.

#### (VI.G) Print and Publication Committee (TSC)

1.	Chairman to be nominated by the Director	Chairman	Dr. Dipika A. Murugkar, Principal Scientist
2.	Member to be nominated by the Director	Member	Dr. Deepak S. Thorat, Scientist
3.	Member to be nominated by the Director	Member	Dr. Gopal Carpenter, Scientist
4.	Asstt. Admn. Officer (Purchase)	Member	Asstt. Admn. Officer (Purchase) dealing with the case.
5.	Indentor	Member Secretary	Indentor

**Quorum:** Minimum 03 members including chairman. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference:** Evaluation of Tenders for Printing Contract. The committee will deal with the finalization of printing materials, including printing press/agency for publications annual reports, other priced publication and also all general & different type of publications and also finalize the advertising agency (including tender documents in all aspects).



### VII. Library Committee

#### (VII. A) Library Advisory Committee

1.	Director of the Institute	Chairman	Director, CIAE, Bhopal (Ex-Officio)
2.	Member to be nominated by the Director	Member	Dr. C. S. Sahay
3.	Member to be nominated by the Director	Member	Dr. Sandip Mandal
4.	Member to be nominated by the Director	Member	Dr. Dilip Ananda Pawar
5.	Member to be nominated by the Director	Member	Dr. Yogesh Anand Rajwade
6.	Member to be nominated by the Director	Member	Dr. Muzaffar Hasan
7.	I/c PME Cell	Member	Ex-Officio, I/c PME Cell
8.	Head of Finance	Member	Shri Rajesh Dubey
9.	Head of Administration	Member	Shri Abhishek Yadav
10.	I/c Library Services	Member Secretary	Shri Anil Punaji Shilarkar

**Note:** The Library Advisory Committee is to be appointed by the Director of the Institution and 4 to 7 members should be nominated from all the major disciplines.

**Quorum:** Minimum 06 members including chairman.

**Terms of Reference:** (a) To consider policy matters regarding Library including the policy for procurement of books and journals and render advice to the purchase Committee for Library procurements. (b) To supervise the allocation and utilization of funds for different departments for purchase of books, journals & other library resources. (c) To negotiate and approve subscription to online databases (e-journals, e-books, CD ROMS). (d) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc. and to direct the library in their adoption. (e) To formulate action plan for the development of library human resource, infrastructure, facilities, products and services. (f) To maintain liaison between main library and various Academic Departments for the purchase of networking of Departmental libraries with the Main Library. (g) The LAC would meet at least once in three months to review the library affairs.

### VIII. Prototype Production Center Committee

#### (VIII.A) Prototype Price fixation Committee

1.	Chairman to be nominated by the Director	Chairman	Dr. V.K. Bhargav, PC, EAAI
2.	Member to be nominated by the Director	Member	Dr. C. S. Sahay, PS, AMD
3.	Member to be nominated by the Director	Member	Dr. Sandip Mandal, SS, AEP
4.	Member to be nominated by the Director	Member	Dr. Adinath Kate, Sci, APPD
5.	I/c PPC, Ex-Officio	Member Secretary	I/c PPC

**Quorum:** Minimum 03 members including chairman. In absence of Chairman the senior most member will act as Chairman.

**Terms of Reference :** The Committee will deal with the fixation of prices of agricultural implements manufactured by PPC.