

भा.कृ.अनु.प.-भारतीय मक्का अनुसंधान संस्थान

ICAR-Indian Institute of Maize Research

पी.ए.यू. परिसर, लुधियाना

P.A.U. Campus, Ludhiana -141004

मि.सं-6(48)/OO/IIMR/2017-18/ 5934/8

दिनांक: 30.12.2019

कार्यालय-आदेश

OFFICE ORDER

निदेशक, भा.कृ.अनु.परि-भा.म.अनु.संस्थान, लुधियाना द्वारा निम्नलिखित समितियों को तत्काल प्रभाव से गठित कर संस्थान के आधिकारिक कामकाज को सुचारु रूप से चलाने के लिए अगले आदेश तक जारी करते हैं।

Director, IIMR is pleased to constitute the following committees with immediate effect and until further orders for smooth functioning of work of Institute:-

In-charge	Name of Officer	In absence of
In-charge Director	Dr. A. K. Singh	Regular Director
	Dr. Dharm Paul Chaudhary	Dr. A. K. Singh
	Next senior most Pr. Scientist	both Dr. A. K. Singh & Dr. Dharam Paul Chaudhary
In-charge A.O.	AAO	Regular AO
	Dr. Ramesh Kumar	Regular AO&AAO
In-Charge Audit	Dr. B. S. Jat	If none of above is available
	Dr. A.K. Singh	Regular AF&AO
	Dr. Alla Singh	If Dr. A.K. Singh is I/c Director or on leave & Regular AF&AO is also on leave
DDO	AO	Regular DDO
	Dr. B. S. Jat	Regular DDO & AO

AAO will be regular DDO (In her absence AO will sign.). AAO will also certify entries in the respective bill registers other than store items and farm related bills. Entries concerning store items will be certified by the Store I/c and farm related entries will be done by Member Secretary/Chairman Farm Committee (HQ).

Center In-charges	Name of Officer
In-Charge, WNC Hyderabad	Dr. J.C. Sekhar (Dr. N. Sunil in absence of Dr. J.C. Sekhar)
In-Charge, RMR&SPC, Begusarai & DDO	Dr. S.B. Singh (Sh. Santosh Kumar in absence of Dr. S.B. Singh)
In-Charge, IIMR Unit Office Delhi (till complete shifting to Ludhiana) & DDO	Dr. Chikkapa G.K. (Dr. S.B. Suby in absence of Dr. Chikkapaa G.K.)

AICRP charges	Name of Officer
AICRP Nodal Officer	Dr. Ramesh Kumar
Coordinator AICRP Trials and Nurseries	Dr. Sunil Neelam
PI Breeding	Director

	Reporting responsibilities during annual workshop Field Corn: Drs. S.B. Singh QPM: Dr. Ramesh Kumar Specialty corn: Dr. Chikkappa G. Karjagi
PI Agronomy	Dr. A.K. Singh
PI Protection	Dr. J.C. Sekhar
PI Extension, TSP, FLD	Dr. S.L. Jat
PI Germplasm and BSP	Dr. Chikkappa G. Karjagi
PI Biochemistry	Dr. Dharam Paul

Store In-Charges	Name of Officer
Ludhiana	Dr. Bharat Bhushan (Dr. Abhijit K. Das in absence of Dr. Bharat Bhushan)
Begusarai	Sh. Kamal Vats, T3: Farm Chemicals, Permanent items & field consumables Sh. Rahul, T3: Guest House and Stationary
Hyderabad	Dr. P. Laxmi Soujanaya (Dr. K.R. Yatish in absence of Dr. P. Laxmi Soujanya)
Delhi	Dr. Krishan Kumar (Dr. Bhupender Kumar in absence of Dr. Krishan Kumar)

Note: Store In-Charge HQ will certify entries of store items in the bill register.

(A) Committees:-

S. No	Name of the Committee	Members	Responsibility
1.	Institute Research Council (IRC)	Director Dr. Dharam Paul	Chairman Member-Secretary
2.	PME Cell	Dr. Dharam Paul Dr. Pardeep Kumar Dr. Yatish K.R. Dr. Santosh Kumar Dr. Abhijit Das	Chairman Member Member Member Member-Secretary
3.	Project Monitoring and Evaluation Committee (PMC)	Director Dr. Dharam Paul (I/c IRC & PME) Dr. Alla Singh Dr. Ishwar Singh Dr. Ramesh Kumar	Chairman Member Member Member Member-Secretary
4.	Externally funded Project Monitoring Committee (New project proposal and yearly report need to be passed by this committee)	Dr. Dharam Paul Dr. Bharat Bhushan Dr. Ishwar Singh Dr. Abhijit Kumar Das	Chairman Member Member Member-Secretary
5.	Publication Committee (No publication can go without passing through this committee)	Director Dr. Dharam Paul Dr. Alla Singh Dr. Bharat Bhushan	Chairman Member Member Member-Secretary
6.	Germplasm Registration Committee	Director Dr. Dharam Paul Dr. Sumit Kumar Aggarwal Dr. Ramesh Kumar Dr. Chikkappa G.K.	Chairman Member Member Member Member-Secretary
7.	ITMU	Director Dr. S.B. Suby Dr. Dharam Paul Dr. Alla Singh Dr. Ramesh Kumar	Chairman Member Member IRC Member Member-Secretary

8.	ITMC	Director	Chairman
		Dr. Sandeep Mann	External Member
		Dr. Usha Nara	External Member
		Dr. Suby S.B.	Member
		Dr. Dharam Paul	IRC Member
		Dr. Ramesh Kumar	Member Secretary
9.	Human Resource Development Committee	Dr. Ishwar Singh	Chairman
		Dr. M. C. Dagla	Co- Chairman
		Dr. Abhijit K Das	Member
10.	Deputation Committee	Director	Chairman
		Dr. Ishwar Singh	Member
		Dr. Abhijit K Das	Member
		Mr. Deep Mohan Mahala	Member
		AO	Member -Secretary
11.	Committee for preparation of institute profile, success stories , film etc.	Dr. J.C. Sekhar	Chairman
		Dr. S.B. Singh	Member
		Dr. Dharam Paul	Member
		Dr. S. L. Jat	Member
		Dr. Sumit Kumar Aggarwal	Member
		Dr. K.R. Yatish	Member Secretary
12.	Committee for Website upgradation, IT, ARIS, KRISHI portal, PERMISNET, Data management, HYPM, ICAR Portal etc. (Dr. N. Sunil will coordinate jobs pertaining to ARIS Cell)	Dr. N. Sunil	Chairman
		Dr. Alla Singh	Member
		Dr. S.L. Jat	Member
		Dr. Yatish K.R.	Member
		Dr. Sumit Kumar Aggarwal	Member-Secretary
13.	Annual Report Committee	Dr. Alla Singh	Chairman
		Dr. S.B. Suby	Member
		Dr. Sumit Kumar Aggarwal	Member
		Dr. B.S. Jat	Member
		Ms. Shanti Bamboriya	Member
		Dr. Santosh Kumar	Member
		Dr. Abhijit Das	Member-Secretary
14.	Newsletter Committee	Dr. Dharam Paul	Chairman
		Dr. Abhijit Kumar Das	Member
		Dr. B.S. Jat	Member
		Ms. Shanti Bamboriya	Member
		Dr. Alla Singh	Member-Secretary
15.	AICRP Report Preparation Committee (This committee will compile and edit the report, while AICRP PIs will be contributor to the report)	AICRP Nodal Officer	Chairman
		Dr. Bhupender Kumar	Member
		Dr. Chikkappa KG	Member
		Dr. N. Sunil	Member
		Dr. S.L. Jat	Member
		Dr. Abhijit K. Das	Member
		Dr. Pardeep Kumar	Member-Secretary
16.	Official Language Implementation Committee	Director	Chairman
		Dr. Bharat Bhushan	Member
		Mr. Ashwani Kumar, AO	Member
		Dr. M.C. Dagla	Member
		Sh. Dharambir Singh	Member
		Smt. Seema Khattar	Member

		Smt. Kamlesh Malik, AAO	Member
		Dr. B.S. Jat	Member Secretary
17.	Farm Management Committee:- (A) Ludhiana	Dr. M.C. Dagla	Chairman
		Dr. Pardeep Kumar (will act as Chairman in absence of Dr. M. C. Dagala)	Member
		Ms. Shanti Bamboriya	Member
		Mr. Deep M. Mahala	Member
		Sh. Samir Kumar Rai	Member
		Dr. Sumit Kumar Aggarwal	Member Secretary
	<i>Dr M.C. Dagla and Pardeep Kumar will also coordinate seed production. Member Secretary/Chairman will verify the entry of farm related bills of all centres in the Bill Register</i>		
	(B) Begusarai	Dr. S.B. Singh	Chairman
		Sh. Santosh Kumar (will act as Chairman in absence of Dr. S.B. Singh)	Member
		Sh. Rahul	Member
		Sh. Kamal Vats	Member
	(C) Hyderabad	Dr. J.C. Sekhar	Chairman
		Dr. Sunil. N. (will act as Chairman in absence of Dr. J.C. Sekhar)	Member
		Dr. P. Laxmi Saujanya	Member
		Dr. Yatish K.R.	Member Secretary
	(D) Delhi	Dr. S.L. Jat	Chairman
		Dr. Bhupender Kumar	Member (will act as Chairman in absence of Dr. S. L. Jat)
		Dr. Chikkappa GK	Member
		Dr. Krishan Kumar	Member
18.	Works Committee:- (A) Ludhiana	Dr. Ramesh Kumar	Chairman
		Dr. Alla Singh	Member
		Dr. Pardeep Kumar	Member
		Dr. Sumit Kumar Aggarwal	Member
		Mr. Deep Mohan Mahala	Member
		Mr. Bhagesh Sharma	Member
		AF&AO	Member
		Admn. Officer	Member-secretary
	(B) Begusarai	Dr. S.B. Singh	Chairman
		Sh. Rahul	Member
		Sh. Kamal Vats	Member
		Sh. Santosh Kumar	Member-Secretary
	(C) Hyderabad	Dr. J.C. Sekhar	Chairman
		Dr. Sunil. N.	Member
		Dr. K.R. Yatish	Member-Secretary
	(D) Delhi	Dr. Chikkappa G.K.	Chairman
		Dr. Bhupender Kumar	Member
		Dr. Krishan Kumar	Member-Secretary
	Works Committee need to coordinate with the agencies (CPWD or others) to ensure right execution of works, quality, items etc.		

19.	Certification for proprietary item	Dr. A.K. Singh	Chairman
		Dr. Sumit Kumar Aggarwal	Member
		Indenter	Member
20.	Purchase advisory committee (Presence of at least 3 members is mandatory to complete the quorum at a time. All indents except of urgent in nature will be routed through PAC. <i>In case any member of the Committee is an indenter, he/she will not be part of the PAC in order to maintain transparency PAC also need to confirm nonavailability in GeM</i>)	Dr. Ramesh Kumar	Chairman
		Dr. Bharat Bhushan (will act as Chairman in the absence of Dr. Ramesh Kumar)	Member
		Dr. Pardeep Kumar	Member
		Mr. Deep Mohan Mahala	Member
		Dr. B. S. Jat	Member
		Dr. Sumit Kumar Aggarwal	Member
21.	(a) Technical Specification Finalization Committee	Dr. Dharam Paul	Chairman
		Dr. Sumit Kumar Aggarwal	Member
		Dr. Bharat Bhushan	Member
		Ms. Shanti Bamboriya	Member
	(b) Institute Bid Evaluation Committee	Dr. A.K. Singh	Chairman
		Dr. Ramesh Kumar (will act as chairman in absence of Dr. A.K. Singh)	Member
		Dr. Alla Singh	Member
		Dr. Mukesh Choudhary	Member
		Dr. Pardeep Kumar	Member
		Dr. B.S. Jat	Member
		AF&AO	Member
		AO	Member-Secretary
22.	Local Purchase Committee/Procurement Committee of Head Quarter and other centres will be decided by the Director, IIMR on case to case basis as per the provisions of GFR.		
23.	Physical Verification and Condemnation Committee (A) Ludhiana	Dr. A.K. Singh	Chairman
		Dr. Ramesh Kumar	Member
		Incharge Store	Member
		Outside Technical Expert (only in case of condemnation)	To be nominated by Director
		AF&AO (only in condemnation committee)	Member
		Mr. Prashant Garg	Member Secretary
	(B) Begusarai	Dr. S.B. Singh	Chairman
		Dr. Santosh Kumar	Member
		Sh. Kamal Vats	Member
		Sh. Rahul	Member -Secretary
	(C) Hyderabad	Dr. J.C. Sekhar	Chairman
		Dr. Sunil. N.	Member
		Dr. Yathish KR	Member
		Dr. P. Laxmi Soujanya	Member -Secretary
	(D) Delhi	Dr. Chikkappa G.K.	Chairman
		Dr. Bhupender Kumar	Member
		Dr. Krishan Kumar	Member- Secretary
24.	Building Maintenance	Sh. Dharambir Singh	Ludhiana
		Sh. Rahul	Begusarai
		Dr. Yatish K.R.	Hyderabad
		Dr. Bhupender Kumar	Delhi

25.	Guest House (Begusarai)	Dr. S.B. Singh	Chairman
		Sh. Rahul	Care-Taker
26.	Women Protection Committee	Dr. Suby S.B.	Chairman
		Dr. Harleen Kaur, PAU	Member (Outside)
		Ms. Shanti Bamboriya	Member
		Dr. Dharam Paul Chaudhary	Member
		Smt. Kamlesh Malik	Member-Secretary
27.	Grievance Redressal Committee (CPGRAM)	Dr. B. S Jat	Nodal Officer
		Dr. Dharam Paul	Co-Nodal officer
28.	RTI	Dr. Sumit Kumar Aggarwal	CPIO
		Director	Appellate Authority
29.	Staff Welfare Committee	Director	President
		Dr. Alla Singh	Secretary
		Dr. B. S. Jat	Member
		Sh. Dharambir Singh	Treasurer
		AF &AO	Member
		AO	Member
30.	Counter Verification of Bills (for local purchases under GFR 154) Bills are to be counter signed at least by 2 of the members. Without this bills are not to be processed	1. Ludhiana • Dr. Dharam Paul • Mr. Bharat Bhushan • Dr. B. S. Jat	2. Begusarai • Dr. S.B. Singh • Mr. Kamal Vats • Mr. Rahul
		3. Hyderabad • Dr. Sunil N. • Dr. P. Laxmi Saujanya • Dr. Yathish KR	4. Delhi • Dr. Bhupender Kumar • Dr. Krishan Kumar
		Bid Openers	• Dr. Dharam Paul • Dr. M.C. Dagla • Dr. Pradeep Kumar • Dr. Alla Singh
			• Mr. Prashant Garg • Mr. Bhagesh Sharma
31.	E-Procurement Committees	Tender Creator	• Mr. Prashant Garg • Mr. Bhagesh Sharma
		Tender Publisher	• Mr. Prashant Garg • AO
		Bid Evaluator	• Mr. Prashant Garg • Sh. Bhagesh Sharma
32.	GeM buyers (<i>In case any of the buyer is an Indenter, he/ she will not carry out the buying in order to maintain transparency for the item (s) costing amount more than 25,000/- in each case</i>)	IIMR HQ • Scientific items: Dr. Sumit Kumar Aggarwal, Dr. Pardeep Kumar, Dr. Alla Singh, Mr. Deep Mohan • Office/ Store Items: Sh. Bhagesh Sharma, Assistant; Sh. Prashant Garg, Assistant; Sh. Dharambir Singh, UDC RMR&SPC, Begusarai • Dr. S.B. Singh, I/C; Mr. Santosh Kumar; Sh. Rahul, T-3; Sh. Kamal Vats, T-3 WNC, Hyderabad • Dr. J. C. Sekhar, I/c; Dr. N. Sunil Pr. Sci; Dr. Laxmi Saujanya, Scientist; Dr. K.R. Yatish, Scientist	

		Delhi Unit <i>Dr. Krishan Kumar, Scientist; Dr. Bhupender Kumar, Scientist; Dr. Pranjal Yadava, Scientist; Dr. S.B. Suby, Scientist</i>
33.	Incharge Vehicle (Ludhiana)	Smt. Seema Khatter, PS to Director Sh. Prashant Garg (in absence of Smt. Seema Khatter)
	Incharge Vehicle (Delhi)	Dr. Krishan Kumar (Dr. Bhupender Kumar in absence of Dr. Krishan Kumar)
	Incharge Vehicle (Begusarai)	Mr. Santosh Kumar (Mr. Rahul in absence of Mr. Santosh Kumar)
	Incharge Tractor (Ludhiana)	Dr. Abhijit K Das (Dr. Deep Mohan in absence of Dr. Abhijit K Das)
34.	Lab Incharges at Ludhiana	
	Biochemistry	Dr. Dharam Paul (Dr. Bharat Bhushan in absence of Dr. Dharam Paul)
	Biotechnology & Plant Physiology	Dr. Alla Singh (Dr. Abhijit Das in absence of Dr. Alla Singh)
	Agronomy	Dr. A. K. Singh (Mr. Deep Mohan Mahala in absence of Dr. A. K. Singh)
	Pathology	Dr. Sumit Kumar Aggarwal (Dr. Alla Singh in absence of Dr. Sumit Kumar Aggarwal)
	Labs in RMR&SPC, WNC and Delhi Unit	Respective In-charges

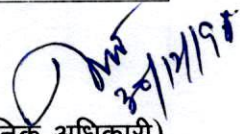
All above charges shall be in addition to the day to day duties of all the Officers/Staff and without any extra remuneration.

प्रशासनिक, तकनीकी कर्मचारियों तथा अन्य प्रासंगिक प्रशासनिक कार्यों को निभाने सम्बंधी कार्यों का वितरण:

Distribution of responsibilities to Administrative and Technical staff and other relevant administrative works:

Name	Responsibility
Smt. Seema Khatter	<ul style="list-style-type: none"> • Attached with Director. Maintenance of Dispatch (Postal Register), Maintenance of APARs, Vehicle Incharge for Ludhiana H.Q., will maintain and submit file related to vehicle, fuel etc. • Any other work assigned by AO/ Director.
Mr. Prashant Garg	<ul style="list-style-type: none"> • Tenders, Medical, TA, LPC purchases, Rate Contract Purchases, Outsourcing, AMCs, Vehicle hiring, LC & Fixed asset purchase, Processing of Contractual staff/Labour proposals, Newspaper Bills, Tuition Fee proposals, Purchase of items under GeM. • Bill preparation and FMS / and PFMS. • Any other work assigned by AAO/AF&AO/AO/Director.
Sh. Dharambir Singh	<ul style="list-style-type: none"> • Establishment matters, viz., Service Book Maintenance, Maintenance of Personal Files of the Staff, Recruitment of Staff/ RA/SRF/YP/Lab Assistant etc. LTC proposals. Purchase proposal of all the centres under GFR-154 etc. Cash and Imprest maintenance. Store (permanent/consumables) maintenances. • Bill preparation and PMS. FMS of his/her respective seat under the supervision of DDO. • Any other work assigned by AAO/AF&AO/AO/Director. •

Mr. Bhagesh Sharma	<ul style="list-style-type: none"> • Attached to Audit. Processing of all the releases viz. ACRIP, FLD, TSP, NEH etc. • Preparation of Salary bills of staff and Income Tax of employee/TDS of firms. Processing of works proposals. Preparation of Salary bills of RA/SRF/YP/Lab Assistant etc. • Any other work assigned by AAO/DDO
Sh. Samir Rai	• Maintenance of Farm Produce Register, Crop Register, Activity Register, Fertilizers & Chemicals Register, Tree Register etc.. Orchard I/C/ Any other work assigned by Farm Committee/Director
Sh. Ram Kishan,	Will assist to I/c Stores alongwith Split Duty for Key
Sh. Amarnath, SSS	Attached I/c WNC
Nodal Officer, ERP/FMS	Sh. Bhagesh Sharma
Sh. Anwar Ali	Assist I/c Delhi, I/c Store alongwith Split Duty for Key


 (प्रशासनिक अधिकारी)

वितरण:

1. सभी सम्बंधित अधिकारियों को (नाम से) भा.कृ.अनु.प.—भा.म.अनु.स
2. प्रभारी, आरएमआर व एसपीसी, बेगुसराय।
3. शीतकालीन पौधशाला केन्द्र, हैदराबाद।
4. प्रभारी, दिल्ली युनिट, भा0म0अ0सं0, नई दिल्ली।
5. सहायक वित्त एवं लेखा अधिकारी, भा.कृ.अनु.प.—भा.म.अनु.सं, लुधियाना।
6. आहरण एवं संवितरण अधिकारी, भा.कृ.अनु.प.—भा.म.अनु.सं, लुधियाना।
7. निदेशक के निजी सचिव, भा.कृ.अनु.प.—भा.म.अनु.सं, लुधियाना।
8. नोटिस बोर्ड।
9. प्रेषित मिसिल।