

**NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS ; NEW DELHI-110012**

F. No. CDN /2008/ Committees /3881

31st December, 2013

1-1-2014

OFFICE ORDER

In supersession of this Bureau office order No. CDN/2008-Committee/1665 dated 18th June, 2010 and other orders on the subject matter, the Director, NBPGR, New Delhi is pleased to reconstitute the following committees with immediate effect and until further orders:-

I. PURCHASE ADVISORY AND MONITORING COMMITTEE

1.	Dr.(Ms.) Rekha Choudhary, Pr. Scientist, TCCU	Chairman
2.	Dr. (Ms.) V. Celia Chalam, Pr. Scientist, PQD	Member
3.	Dr. K.C. Bhatt, Pr. Scientist, Plant Exploration Division	Member
4.	Dr. (Mrs.) Ambika Baldev, Sr. Scientist, Division of Genomic Resources	Member
5.	Sr. F&AO	Member
6.	Sr. Admn. Officer	Member
7.	Shri H.S. Chauhan, Administrative Officer	Member Secretary

Functions:-

1. To examine the purchase proposals exceeding Rs. 1.00 lakh and recommend purchase of material keeping in view the need of indenter/Bureau.
2. Submit monthly progress report to the Director.

II. TENDER/PRICE BID OPENING & TECHNICAL EVALUATION COMMITTEE

1.	Dr. K.C. Bhatt, Pr. Scientist, Plant Exploration Division	Chairman
2.	Dr. (Ms.) V. Celia Chalam, Pr. Scientist, PQD	Member
3.	Dr. Mohar Singh, Senior Scientist, GED	Member
4.	Dr. S. Rajkumar, Sr. Scientist, Division of Genomic Resources	Member
5.	Shri H.S. Chauhan, Administrative Officer	Member Secretary

Functions:- 1. To open quotation/tender invited by purchase & other sections of the Bureau.

2. To evaluate technical specifications of items/equipments, etc.
3. To open price/financial bids.
4. Submit monthly progress report to the Director.

III. PUBLICATION COMMITTEE

1.	Dr. (Ms.) E. Roshini Nayar, Incharge, Plant Exploration Division	Chairperson
2.	Dr. (Ms.) Anuradha Agarwal, Pr. Scientist, TCCU	Member
3.	Dr.(Ms.) Kavita Gupta, Pr. Scientist, PQD	Member
4.	Dr. Mohar Singh, Sr. Scientist, GED	Member
5.	Dr. (Ms.) Manjusha Verma, Sr. Scientist, Division of Genomic Resources	Member
6.	Dr. R. Parimalan, Scientist, Division of Genomic Resources	Member Secretary

Functions:

1. Finalization of tender document for printing of NBPGR publications for ARC, checking printing specifications for various publications as per ARC.
2. To Review NBPGR publications other than research papers and submission of recommendation for suitable publication for approval of the Director.
3. Issuance of circular for collection of material and preparation of Annual Report, (compilation, editing and proof reading), and its timely publication.
4. To collate, compile and edit the information for timely publication of Newsletter.
5. To collate, compile and edit the information for ICAR publications and timely submission to ICAR.
6. Submit monthly progress report to the Director.



IV. UNSERVICEABLE, SURPLUS, OBSOLETE STORE CONDEMNATION COMMITTEE

1.	Dr. Ashok Kumar, Pr. Scientist, GED	Chairman
2.	Dr. D.B. Parakh, Pr. Scientist, PQD	Member
3.	Dr.(Ms.) Veena Gupta, Pr. Scientist, GCD	Member
4.	Dr.(Ms.) Lalit Arya, Sr. Scientist, Division of Genomic Resources	Member
5.	Dr.(Ms.) Rashmi Yadav, Sr. Scientist, GED	Member
6.	Sr. Admn. Officer	Member
7.	Sr. Finance & Accounts Officer	Member
8.	Ms. Kamana Tandon, Admn. Officer	Member Secretary

Functions:

1. To examine the proposals for declaring various store items as unserviceable and fixing the reserve price for each unserviceable, surplus, obsolete Store item and submission of the recommendations for auction.
2. Submit monthly progress report to the Director.

V. FOREIGN ASSIGNMENT COMMITTEE

1.	Head, Germplasm Conservation Division	Chairman
2.	Head, Plant Quarantine Division	Member
3.	Head, Germplasm Evaluation Division	Member
4.	Incharge, Plant Exploration & Collection Division	Member
5.	Incharge, Division of Genomic Resources	Member
6.	Sr. Administrative Officer	Member Secretary

Functions:

1. To examine the proposals related with foreign deputation, training, etc. of the employees of Bureau and submit recommendation for approval of the Director.
2. Submit monthly progress report to the Director.

VI. MEDICAL BILL REIMBURSEMENT COMMITTEE

1.	Dr.(Ms.) P. Brahmi, Incharge, GEX	Chairperson
2.	Dr.(Ms.) Kavita Gupta, Pr. Scientist, PQD	Member
3.	Dr. Mool Chand, Pr. Scientist, PQD	Member
4.	Sr. F&AO's nominee	Member
5.	Ms. Kamana Tandon, Admn. Officer	Member Secretary

Functions:

1. To examine the medical reimbursement claims costing more than Rs. 25,000/- and submit recommendation as per CS (MA)/CGHS Rules.
2. Submit monthly progress report to the Director.

VII. INTERNAL ADMINISTRATION & FINANCIAL MANAGEMENT COMMITTEE

1.	Dr. K.C. Bansal, Director	Chairman
2.	Sr. Administrative Officer	Member
3.	Sr. Finance & Accounts Officer	Member
4.	Ms. Kamana Tandon, Administrative Officer	Member
5.	AAO(Estt.)	Member
6.	AAO(Purchase)	Member
7.	AAO(Pension)	Member
8.	AAO(Audit)	Member
9.	OIC Vehicle	Member
10.	Estate Officer	Member
11.	Security Officer	Member
12.	Shri H.S. Chauhan, Administrative Officer	Member Secretary

Functions:

1. To review overall performance of administrative and financial staff of the Bureau and devise methods for efficiency enhancement.
2. Submit monthly progress report to the Director.



VIII. WORKS, ESTATE AND MAINTENANCE COMMITTEE

1.	Dr. Baleshwar Singh, Pr. Scientist, PQD	Chairman
2.	Dr. S.K. Malik, Sr. Scientist, TCCU	Co-Chairman
3.	Dr. Mool Chand, Pr. Scientist, PQD	Member
4.	Caretaker, Harbhajan Enclave	Member
5.	Caretaker, New Building	Member
6.	Caretaker, Old Building	Member
7.	Sr. F&AO's nominee	Member
8.	Shri H.S. Chauhan, Administrative Officer	Member Secretary

Functions:

1. To examine the proposals related to execution of works and maintenance of office/residential quarters, security, canteen, guest house and allotment of quarters.
2. Submit monthly progress report to the Director.

IX. STORE VERIFICATION COMMITTEE

1.	Dr.(Ms.) G.J. Randhawa, Pr. Scientist, Division of Genomic Resources	Chairperson
2.	Dr. (Ms.) V. Celia Chalam, Pr. Scientist, PQD	Member
3.	Dr.(Ms.) Anju Jain, Sr. Scientist, TCCU	Member
4.	Dr. Rakesh Bhardwaj, Sr. Scientist, GED	Member
5.	Ms. Kamana Tandon, Admn. Officer	Member
6.	Ms. Amrita Negi, Assistant	Member Secretary

Functions:

1. To physically verify the goods received (quality and quantity) as per the supply order placed by the NBPGR and submit appropriate verification reports.
2. Submit monthly progress report to the Director.

X. HIGHER STUDY COMMITTEE

1.	Dr.(Ms.) Kavita Gupta, Pr. Scientist, PQD	Chairperson
2.	Dr.(Ms.) Vandana Tyagi, Pr. Scientist, GEX	Member
3.	Dr. T.V. Prasad, Sr. Scientist, GED	Member
4.	Dr. K. Pradheep, Sr. Scientist, Plant Exploration Division	Member Secretary

Functions:

1. To examine the proposals related to higher study/Ph.D. etc. of employees of the Bureau and submit recommendations.
2. Submit monthly progress report to the Director.

XI. CONSULTANCY PROJECT COMMITTEE

1.	Dr.(Ms.) P. Brahmi, Incharge, GEX	Chairperson
2.	Dr. Sunil Archak, Incharge, AKMU	Member
3.	Dr. S.K. Malik, Sr. Scientist, TCCU	Member
4.	Dr. M.K. Rana, Sr. Scientist, Division of Genomic Resources	Member
5.	Sr. Admn. Officer	Member Secretary

Functions:

1. To examine the proposals related with consultancy Project as per Johl Committee Recommendations and submit recommendations on a case to case basis.
2. Submit monthly progress report to the Director.

XII. SCREENING COMMITTEE FOR ASSESSMENT OF PROPOSALS FOR PROMOTION OF SCIENTISTS

1.	Dr. K.V. Bhatt, Incharge, Division of Genomic Resources	Chairman
2.	Dr. Ashok Kumar, Pr. Scientist, GED	Member
3.	Dr. Baleshwar Singh, Pr. Scientist, PQD	Member
4.	Dr. M.K. Rana, Sr. Scientist, Division of Genomic Resources	Member
5.	Shri H.S. Chauhan, Administrative Officer	Member Secretary

Functions:

1. To examine the proposals for assessment of scientists under career advancement scheme as per revised CAS of ICAR and submit recommendations.
2. Submit monthly progress report to the Director.

XIII. FARM PRODUCE DISPOSAL COMMITTEE

1.	Dr. K.K. Gangopadhyay, Pr. Scientist, GED	Chairman
2.	Dr. Sandeep Kumar, Sr. Scientist, GED	Member
3.	Dr.(Ms.) Sherry Jacob, Sr. Scientist, GCD	Member
4.	Sr. F&AO's nominee	Member
5.	Shri H.S. Chauhan, Administrative Officer	Member Secretary

Functions:

1. To recommend the modalities for disposal of farm produce at Issapur and IARI/HQ Farm at prevailing market rate/Govt. Rate, etc.
2. Submit monthly progress report to the Director.

XIV. LIBRARY COMMITTEE

1.	Dr.(Ms.) Kalyani Srinivasan, Pr. Scientist, GCD	Chairperson
2.	Dr.(Ms.) Sandhya Gupta, Pr. Scientist, TCCU	Member
3.	Dr. (Ms.) Sherry Jacob, Sr. Scientist, GCD	Member
4.	Dr. A. Kandan, Sr. Scientist, PQD	Member
5.	Ms. Sangeeta Tanwar, T-6, Librarian	Member Secretary

Functions:

1. To examine the proposals related with purchase of journals, books, etc and their maintenance.
2. To examine and recommend write off the journals/books as per Rules.
3. Submit monthly progress report to the Director.

XV. TRANSFER RECOMMENDATION COMMITTEE

1.	Head, Germplasm Conservation Division	Chairman
2.	Head, Plant Quarantine Division	Member
3.	Head, Germplasm Evaluation Division	Member
4.	Incharge, Exploration Division	Member
5.	Incharge, Division of Genomic Resources	Member
6.	Incharge, TCCU	Member
7.	Incharge GEX	Member
8.	Sr. Admn. Officer	Member Secretary

Functions:

1. To examine the request of employees of the Bureau from time to time for their inter-institutional/intra-institutional transfer and submit recommendations.
2. Submit monthly progress report to the Director.

Further, it has also been decided by the Director, NBPGR that in the absence of Chairman (on tour or on leave) the senior most member of the committee will act as the Chairman. It is also discussed by the Director that monthly report may be submitted.


(VIVEK PURWAR)
Senior Admn. Officer

Distribution

1. All the concerned officer.
2. All HOD's/Officer-In-Charges/OICs, NBPGR, Regional Station/Section/Cells/Units.
3. Sr. F&AO, NBPGR, New Delhi.
4. DDO, NBPGR, New Delhi.
5. OIC (AKMU) to circulate by e-mail
6. Sr.A.O.'s Guard File.
7. PA to Director, NBPGR, New Delhi.
8. P-I, P-II, P-III, P-IV, CDN, Estate Section.

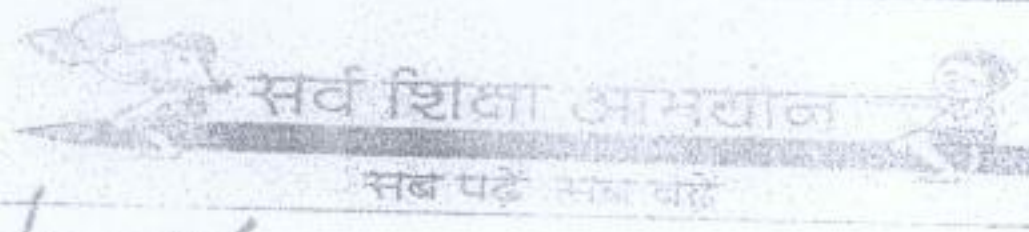


भा०कृ०अ०प०-राष्ट्रीय पादप आनुवांशिक संसाधन ब्यूरो
ICAR-National Bureau of Plant Genetic Resources

पूसा कैम्पस, नई दिल्ली दिल्ली 110 012
Pusa Campus, New Delhi - 110 012



☎ : 25843697 (O), 2584 2495 (F),



E-mail:
director@nbgp.net.in

F. No. CDN/2008/Committee/4586

Date : 24th February, 2015

कार्यालय आदेश

निदेशक, राष्ट्रीय पादप आनुवांशिक संसाधन ब्यूरो, नई दिल्ली के निर्देशानुसार श्री एच.एस.चौहान, प्रशासनिक अधिकारी, सदस्य सचिव (फार्म प्रोड्यूस समिति) के सेवानिवृत्त होने के उपरान्त श्री दिनेश प्रसाद, सहायक प्रशासनिक अधिकारी, (कय) को फार्म प्रोड्यूस समिति में सदस्य सचिव मनोनीत किया जाता है।

(दीन दयाल)
सहायक प्रशासनिक अधिकारी

वितरण:-

1. डॉ० के.के.गर्गोपाध्याय, प्रधान वैज्ञानिक एवं अध्यक्ष, फार्म प्रोड्यूस समिति, रा० पा० आ० सं० ब्यूरो, नई दिल्ली।
2. श्री दिनेश प्रसाद, स० प्र० अ० (कय), रा० पा० आ० सं० ब्यूरो, नई दिल्ली।
3. वरिष्ठ वित्त एवं लेखा अधिकारी, रा० पा० आ० सं० ब्यूरो, नई दिल्ली।
4. वरिष्ठ प्रशासनिक अधिकारी, रा० पा० आ० सं० ब्यूरो, नई दिल्ली।

Do.

5.3.15

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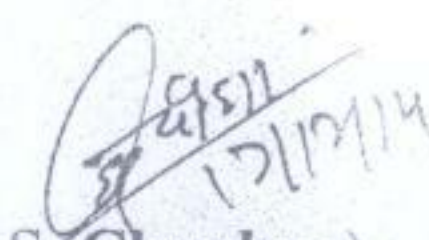
**NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI-110012**

F. No. CDN/2008-Committee / 5273/6

Dated: 17 December, 2014

OFFICE ORDER

In supersession of this office order of even number dated 7th July, 2014, the Director, NBPGR, New Delhi is pleased to nominate Dr. S.C. Dubey, Principal Scientist & Head Plant Quarantine Division to act as Chairman, Purchase Advisory and Monitoring Committee of the Bureau in place of Dr.(Mrs.) Rekha Chaudhury, Principal Scientist, TCCU. The other members of the committee will be remain same.


(H.S. Chauhan)
Administrative Officer

Distribution: -

1. All the Concerned members of PAMC (By Name). _____
2. The Officer-In- Charge, TCCU Unit, NBPGR, New Delhi.
3. Head, Plant Quarantine Division, NBPGR, New Delhi.
4. The Sr. F&AO, NBPGR, New Delhi.
5. Assistant Administrative Officer (Purchase), NBPGR, New Delhi.
6. PA to SAO, NBPGR, New Delhi.

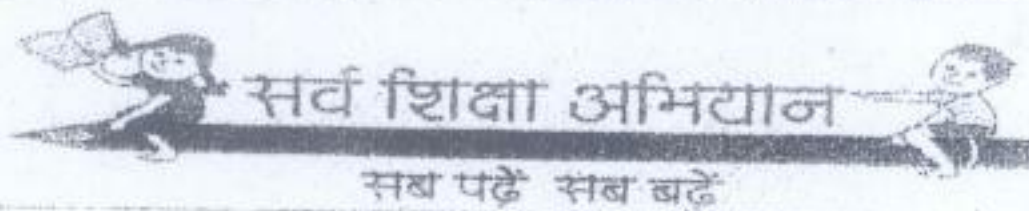


राष्ट्रीय पादप आनुवांशिक संसाधन ब्यूरो
National Bureau of Plant Genetic Resources

पूसा कैम्पस, नई दिल्ली दिल्ली 110 012
Pusa Campus, New Delhi - 110 012



☎ : 25843697 (O), 2584 2495 (F),



E-mail: director@nbpgr.ernet.in

F. No. CDN/2008-Committee

Date : 7th July, 2014

OFFICE ORDER

In supersession of this Office Order No. **CDN/2008-Committee/3881** dated **1st January, 2014 (Item No. 1)**, the Director, NBPGR, New Delhi is pleased to reconstitute the Purchase Advisory and Monitoring Committee of Bureau as follows :-

- | | |
|---|-------------|
| 1. Dr. Rekha Chaudhary, Principal Scientist, TCC Unit, NBPGR, New Delhi | Chairperson |
| 2. Dr. Mukesh Rana, Sr. Scientist, DGR, NBPGR, New Delhi | Member |
| 3. Dr (Mrs.) Celia Chalam, Principal Scientist, PQD, NBPGR, New Delhi | Member |
| 4. Dr. (Mrs.) Ambika Baldev, Sr. Scientist, DGR, NBPGR, New Delhi | Member |
| 5. Dr. T.V. Prasad, Sr. Scientist, GED, NBPGR, New Delhi | Member |
| 6. Senior Administrative Officer, NBPGR, New Delhi | Member |
| 7. Senior Finance & Account officer, NBPGR, New Delhi | Member |

(Signature)
7/6/2014
(H.S. CHAUHAN)

Administrative Officer

Distribution:-

1. All the concerned Officers (By Name).
2. Officer-In-Charge, TCC Unit, NBPGR, New Delhi.
3. Head, Plant Quarantine Division, NBPGR, New Delhi.
4. Head, Germplasm Evaluation Division, NBPGR, New Delhi.
5. In-Charge, Division of Genomic Resources, NBPGR, New Delhi.
6. The Sr. F &AO, NBPGR, New Delhi.
7. Assistant Administrative Officer (Purchase), NBPGR, New Delhi.
8. PA to SAO, NBPGR, New Delhi.



भा0कृ0अ0प0-राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो
ICAR-National Bureau of Plant Genetic Resources

पूसा कैम्पस, नई दिल्ली दिल्ली 110 012
Pusa Campus, New Delhi - 110 012



☎: 25843697 (O), 2584 2495 (F).

E-mail: director@nbpgr.ernet.in

F. No. 2008/Committee/CDN.

Dated: 10th February, 2015

OFFICE ORDER

Approval of the Director, NBPGR, New Delhi is hereby conveyed to assign the duty of Member Secretary of PAMC to AAO Purchase of this Bureau. The Member Secretary will present all the cases to be put up in PAMC and prepare proceeding of the meeting.

(Din Dayal)

Asstt. Admn. Officer

Distribution:-

1. Dr. S. C. Dubey, Head, PQD & Chairman PAMC, NBPGR New Delhi.
2. Sr. A.O., NBPGR, New Delhi.
3. Sr. F&AO, NBPGR, NBPGR, New Delhi.
4. AAO, Purchase, NBPGR, New Delhi.

Pr.
13/2/15

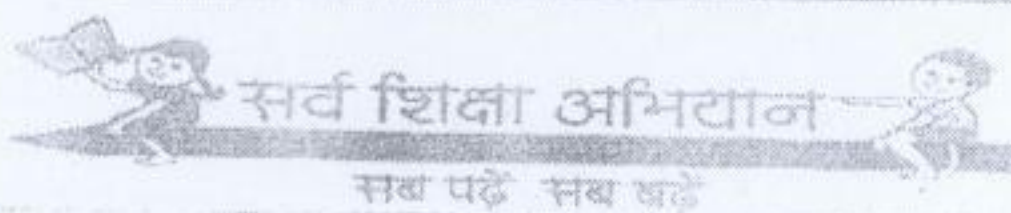


राष्ट्रीय पादप आनुवांशिक संसाधन ब्यूरो
National Bureau of Plant Genetic Resources

पूसा कैम्पस, नई दिल्ली दिल्ली 110 012
Pusa Campus, New Delhi - 110 012



☎: 25843697 (O), 2584 2495 (F).



E-mail: director@nbpgr.ernet.in

F. No. CDN/2008/Committee

Date : 1st October, 2014

ADDENDUM

The word "Sr. F&A.O." and "Sr. A.O." may please be read as "Sr. F&A.O./his representative and "Sr. Admin. Officer/his representative wherever it occurs in the office order No.CDN/2008/Committee/3881 dated 01.01.2014 and No. CDN/2008/Committee/242/10 dated 22.04.2014.

(H.S. CHAUHAN)

Administrative Officer

Distribution

1. All the concerned officer.
2. All HOD's/Officer-In-Charges/OICs, NBPGR, Regional Station/Section/Cells/Units.
3. Sr. F&AO, NBPGR, New Delhi.
4. DDO, NBPGR, New Delhi.
5. OIC (AKMU) to circulate by e-mail
6. Sr. A.O.'s Guard File.
7. PA to Director, NBPGR, New Delhi.
8. P-I, P-II, P-III, P-IV, CDN, Estate Section.

poonam

From: "Vijay Kumar Mandal" <vijay@nbpgr.ernet.in>
To: "NBPGR All Staff" <nbpgrstaff@nbpgr.ernet.in>
Sent: 07 October 2014 11:19
Attach: ADDENDUM.jpg
Subject: ADDENDUM
Dear Sir/Madam

Please find enclosed herewith a self explanatory ADDENDUM - regarding.

regards

विजय कुमार मंडल | Vijay Kumar Mandal

कृषि ज्ञान प्रबंधन यूनिट (ए.के.ए.म.यु.) | राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो | पूसा कैंपस, नई दिल्ली - 110012, | भारत

Agriculture Knowledge Management Unit (AKMU), National Bureau of Plant Genetic Resources, | Pusa Campus, New Delhi - 110012, India

**ICAR- National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi-110012**

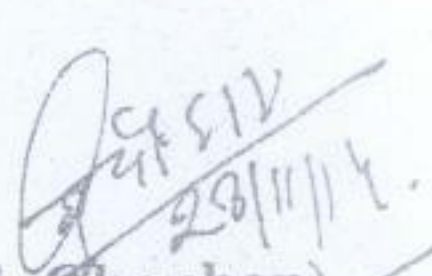
No. CDN/2008/Committee/

Dated: 28th November, 2014

OFFICE ORDER

In absence of Administrative Officer (II) on leave/tour, it has been decided by the Competent Authority of the Bureau that Assistant Administrative Officer (Purchase) will look after as Member Secretary in "Tender/Price Bid Opening Committee" without any extra remuneration thereof.

Further, it has also been desired by the Competent Authority of Bureau that henceforth a nominee of Sr. F & A.O will also be associated in "Tender/Price Bid Opening Committee".


(H.S. Chauhan)
Administrative Officer

Distribution :

1. Dr. K.C. Bhatt, Chairman, Principal Scientist & Member Tender /Price Opening Bid Committee, NBPGR, New Delhi
2. Dr. (Mrs.) V. Celia Challam, Principal Scientist & Member Tender /Price Opening Bid Committee, NBPGR, New Delhi.
3. Dr. S. Rajkumar, Senior Scientist & Member Tender /Price Opening Bid Committee NBPGR, New Delhi.
4. Sr. F&AO, NBPGR, New Delhi.
5. Sh. H.S.Chauhan, Member Secretary & Member Tender /Price Opening Bid Committee, NBPGR, New Delhi.
6. Sh. Dinesh Prasad, AAO (P), NBPGR, New Delhi.
7. PA to SAO, NBPGR, New Delhi for kind information.
8. P. II. Section, NBPGR, New Delhi.
9. CDN Section, NBPGR, New Delhi.

