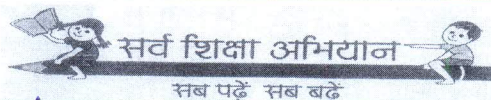




भा0कृ0अं0प0-राष्ट्रीय पादप आनुवांशिक संसाधन ब्यूरो  
ICAR-National Bureau of Plant Genetic Resources  
पूसा कैम्पस, नई दिल्ली दिल्ली 110 012  
Pusa Campus, New Delhi - 110 012



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F. No. CDN /2008/ Committees

5129

**OFFICE ORDER**

24<sup>th</sup> March, 2015

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In supersession of this Bureau office order No. CDN/2008-Committee/3881 dated 01.01.2014, 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. S. C. Dubey, Pr. Scientist and Head PQD	<b>Chairman</b>
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.	Asstt. Administrative Officer (P)	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. Rakesh Bhardwaj, Senior Scientist, GED	Member
4.	Dr. S. Rajkumar, Sr. Scientist, Division of Genomic Resources	Member
5.	Asstt. Admn. Officer (P)	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. S.C. Dubey, Pr. Scientist & Head, PQD	Chairman
2.	Dr. (Ms.) Anuradha Agarwal, Pr. Scientist, TCCU	Member
3.	Dr.(Ms.) Kavita Gupta, Pr. Scientist, PQD	Member
4.	Dr. K. Pradheep, Sr. Scientist, Plant Exploration Division	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	<b>Chairman</b>
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	<b>Chairman</b>
2.	Head, Plant Quarantine Division	Member
3.	Head, Germplasm Evaluation Division	Member
4.	Head, Plant Exploration & Germplasm Collection Division	Member
5.	In-charge, 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, In-charge, GEX	<b>Chairperson</b>
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	<b>Chairman</b>
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.	Sh. Avdesh Sharma, Asstt. Admn. 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. S.K. Malik, Pr. Scientist, TCCU	<b>Chairman</b>
2.	Dr. T. V. Parsad, Sr. Scientist	Member
3.	Dr. N. S. Panwar, ACTO	Member
4.	Sr. A.O.	Member
5.	Sr. F&AO	Member
6.	Sh. Din Dayal, AAO	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	<b>Chairperson</b>
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	<b>Chairperson</b>
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	<b>Chairperson</b>
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	<b>Chairman</b>
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.	Ms. Kamana Tandon, Admn. 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	<b>Chairman</b>
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.	AAO (Purchase)	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	<b>Chairperson</b>
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	<b>Chairman</b>
2.	Head, Plant Quarantine Division	Member
3.	Head, Germplasm Evaluation Division	Member
4.	Head, Plant Exploration and Germplasm Collection, 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.

  
( DIN DAYAL )  
Asstt. 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.