



भारतीय सब्जी अनुसंधान संस्थान  
पो. बा. न. 01, पो. आ. जखिनी,  
शाहशाहपुर, वाराणसी - 221 305 उ.प्र.



ICAR - Indian Institute of Vegetable Research  
P.B. No. 01, P.O. Jakhini (Shahanshapur)  
Varanasi-221 305 (U P.)

No. 3-477/2012-Adm.I

Dated: 24.06.2021

**OFFICE ORDER**

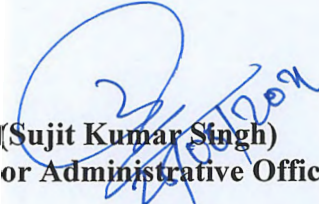
In Supersession of all the previous orders issued in this regard, the following Institutional Committees are hereby reconstituted for smooth functioning of the Institute activities w.e.f. 01.07.2021 until further orders:

Sl. No.	Name of the Section/Unit	Composition of the Section/Unit	Role in the Section/Unit	Major responsibilities
1.	Purchase Advisory Committee	Dr. Anant Bahadur, Pri. Sci. Dr. A.K. Singh, Pri. Sci. Dr. Sudarsan Maurya, Pr. Sci. Dr. S.K. Tiwari, Sr. Sci. Dr. Nagendran K., Sci. Sr. Adm. officer F.A.O. Asstt. Adm. Officer	Chairman Member Member Member Member Member Member Sec.	Purchase planning of all major items except works and assessing requirement as well as generalization of specifications of the equipments and other purchases.
2.	Farm Management Committee	Dr. Nagendra Rai, Pr. Sci. Dr. R.K. Dubey, Sr. Sci. Dr. A.N. Tripathi, Sci. Dr. Pradip Karmakar, Sci. Dr. Pratap A. Diwaker, Sci. Dr. Vidya Sagar, Sci. Asstt. Adm. Officer FAO/Nominee Mr. Vishwanath, S.T.O. Mr. Pankaj Kumar Singh, T.O.	Chairman Member Member Member Member Member Member Member Member Sec.	Planning, monitoring and execution of all farm related activities viz., job contract, farm labour management, verification of outsourced labour bills, maintenance of farm registers, lawns, distribution of fields, etc.
3.	Institute Works Committee	Dr. T. Chaubey, Pri. Sci. Dr. Kuldeep Srivastava, Pri. Sci. Dr. B.K. Singh, Sr. Sci. F.A.O./Nominee Asstt. Adm. Officer Sh. Ashutosh Goswami, A.C.T.O.	Chairman Member Member Member Member Member Sec.	Planning, monitoring, execution and final custody of all kinds of original works, repair and maintenance works and other activities related to Works of the Institute.
4.	Rajbhasha Committee	Director Dr. D.R. Bhardwaj, Pri. Sci. Dr. Indivar Prasad, Sr. Sci. Dr. Nakul Gupta, Sci. Dr. B.R. Reddy, Sci. Dr. Vijya Rani, Sci. Sr. Admn. Officer Dr. Rameshwar Singh, A.C.T.O.	Chairman Member Member Member Member Member Member Sec.	All activities related to promotion and development of Official Language and compliance of the Rajbhasha Act.

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5.	Library Advisory Committee	Dr. S.N.S. Chaurasia, Pri. Sci. Dr. Jaydeep Halder, Sr. Sci. Dr. Joyti Devi, Sci. Sh. S.K. Singh, C.T.O.	Chairman Member Member Member Sec.	All activities related to the purchase and upkeep of library with proper record management.
6.	Revenue Generation Committee	Dr. P.M. Singh, Pri. Sci. Dr. Neeraj Singh, Pri. Sci. Dr. Sudarsan Maurya, Pri. Sci. Dr. Swati Sharma, Sr. Sci. Dr. Nakul Gupta, Sci. Sh. Vishwanath, A.C.T.O. F.A.O.	Chairman Member Member Member Member Member Sec.	Taking effective steps for Generation of revenue as per targets given by the Council including proper monitoring thereof.
7.	Institute Transfer Committee	Director Senior Most Head/Incharge of Division Asstt. Admn. Officer	Chairman Member Member Sec.	Recommendations for cases related to inter/intra-institutional transfers of the employee of the Institute.
8.	Institute Deputation Committee	Dr. S.N.S. Chaurasia, Pri. Sci. Dr. Sudhakar Pandey, Pri. Sci. Dr. Anant Bahadur, Pri. Sci. Sr. Admn. Officer F.A.O. Asstt. Adm. Officer	Chairman Member Member Member Member Member Sec.	Recommendations for Deputation and Foreign visit related cases of the employee of the Institute and its units.
9.	P.G. & Higher Education Committee	Dr. R.B. Yadav, Pri. Sci. Dr. Nagendra Rai, Pri. Sci. Dr. Rajesh Kumar, Pri. Sci. Dr. Anant Bahadur, Pri. Sci. Sr. Admn. Officer Asstt. Admn. Officer	Chairman Member Member Member Member Member Sec.	Finalization of guidelines and recommendations of the cases for pursuing higher course of studies.
10.	Internal Complaint Committee	Dr. K.K. Pandey, Pri. Sci. & I/C Vegetable Protection Division Dr. R.B. Yadav, Pri. Sci. Sr. Admn. Officer F.A.O. Sh. S.K. Gupta, U.D.C. Sh. Suresh Kr. Yadav, SSS Asstt. Admn. Officer	Chairman Member Member Member Member Member Sec.	For Redressal of Grievances of staff of Institute and its units.
11.	Women Cell/ Grievance Redressal Committee	Dr. Swati Sharma, Sr. Sci. Dr. Joyti Devi, Sci. Dr. Sweta Kumari, Sci. Dr. Anjali Sahu, SMS, KVK Kushinagar Asstt. Adm. Officer	Chairman Member Member Member Member Sec.	To enquire into the issues concerning and complaints filed by women employees and other related issues.
12.	Unique Germplasm Registration Committee	Director Dr. P.M. Singh, Pri. Sci. Dr. D.R. Bhardwaj, Pri. Sci. Dr. Y.S. Reddy, Sci. Dr. S.K. Tiwari, Sr. Sci.	Chairman Member Member Member Member Sec.	Presentation of proposals in Scientists' Meet followed by evaluation of proposals for registration of novel genotypes.
13.	IIVR-NEH Activities Committee	Director Dr. Nagendra Rai, Pr. Sci. Dr. R.K. Dubey, Sr. Sci. Dr. Sujan Majumdar, Sci.	Chairman Member Member Member Sec.	Planning, monitoring and execution of activities and utilization of the Institute funds earmarked for "NEH" component.

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14.	IIVR-TSP Activities Committee	Director Dr. S.K. Singh, Pri. Sci. Dr. Neeraj Singh, Pri. Sci. Dr. Shubhadeep Roy, Sci.	Chairman Member Member Sec. Member	Planning, monitoring and execution of activities and utilization of the Institute funds earmarked for "TSP" component.
15.	IIVR-SCSP Activities Committee	Director Dr. Neeraj Singh, Pri. Sci. Dr. Kuldeep Srivastava, Pri. Sci. Dr. Shubhadeep Roy, Sci. Dr. Rajeev Kumar, Sci	Chairman Member Member Member Member Sec.	Planning, monitoring and execution of activities and utilization of the Institute funds earmarked for "SCSP" component.
16.	Attendance Committee	Dr. Rajesh Kumar, Pr. Sci. Dr. B.R. Reddy, Sci. Sh. Prakash Modanwal, Tech. Assistant (T-3)	Chairman Member Member Sec.	Maintenance of biometric machines and monitoring of attendance of the staff of the Institute and its units.
16.	Sports Committee	Dr. Rajesh Kumar, Pri. Sci. Dr. S.K. Tiwari, Sr. Sci. Dr. Jaydeep Halder, Sr. Sci Dr. Joyti Devi, Sci. Sh. Ashok Kr. Singh, A.C.T.O. Sh. Chandra Bhushan, T.O.	Chairman Member Member Member Member Member Sec.	To create sports facilities and organize sports events.

The above duties shall be discharged in addition to the normal duties at no extra remuneration.

  
 (Sujit Kumar Singh)  
 Senior Administrative Officer

**Distribution:**

1. I/C Project Coordinating Cell, AICRP (VC), ICAR-IIVR, Varanasi for information and circulation please.
2. All Heads/Inchages of Divisions/Sections/Units, ICAR-IIVR, Varanasi for information and circulation please.
3. I/C RRS, Sargatia, Kushinagar, ICAR-IIVR, Varanasi for information and circulation please.
4. Heads/Incharge of KVKs, ICAR-IIVR, Varanasi for information and circulation please.
5. PS to the Director for kind information of the Director.



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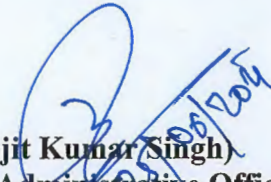
In Supersession of all the previous orders issued in this regard, the following Sections and Units are hereby reconstituted for smooth functioning of the Institute activities w.e.f. 01.07.2021 until further orders:

Sl. No.	Name of the Section/Unit	Composition of the Section/Unit	Role in the Section/Unit	Major responsibilities
1.	Store Section	Sh. Ashok Kr. Singh, A.C.T.O. Sh. R.K. Mehrotra, Assistant	In-charge Store Keeper & Establishment Section	Carrying out all Store related activities viz., receipt of material, entries into concerned register, maintenance of Assets Register, etc.
2.	Estate & Maintenance (E & M) Committee	Dr. B.K. Singh, Sr. Sci. Dr. Y.S. Reddy, Sci. Sh. A. Goswami, A.C.T.O. Sh. M.L. Vishwakarma, T.O. Sh. Subhash Chandra, S.T.A.	Estate Officer Member Member Sec. Member Member	Maintenance & upkeep of the estate of the Institute including sanitation, cleanliness, electricity, telephone, etc.
3.	Vehicle Committee	Dr. Shubhadeep Roy, Sci. Sh. Ashok Singh, A.C.T.O.	Chairman Vehicle Officer	Maintenance & upkeep of all Institute vehicles.
4.	Land Scaping Unit	Dr. Anant Bahadur, Pr. Sci. Dr. Hare Krishna, Pr. Sci. Ms. Shweta Kumari, Sci. Sh. S.K. Singh, C.T.O.	Chairman Member Member Member. Sec.	Carrying and monitoring of all activities related to Land Scaping of the Institute.
5.	AKMU and Press/ Media Cell	Dr. Sudhakar Pandey, Pr. Sci. Dr. Vijaya Rani, Sci. Dr. Vidya Sagar, Sci. Sh. Prakash Modanwal, T.A.	Chairman Member Member Member. Sec.	Carrying out all activities and monitoring of all works related to AKMU cell and website of the Institute alongwith handing of all Press and mMedia matters.
6.	IIVR Campus Guest House Maintenance Committee	Dr. Shubhadeep Roy, Sci. Dr. Joyti Devi, Sci. Sh. Pankaj Kr. Singh, T.O.	Chairman Member Caretaker	Maintenance & upkeep of the Campus Guest House with proper record management.
7.	IIVR Sunderbagia Guest House Maintenance Committee	Dr. Pradip Karmakar, Sci. Dr. Rajeev Kumar, Sci. Sh. Chandra Bhushan, T.O.	Chairman Member Caretaker	Maintenance & upkeep of the Sunderbagia Guest House with proper record management.

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8.	Photography Cell	Dr. Shubhadeep Roy, Sci. Dr. Vidya Sagar, Sci.	Chairman Member.	Carrying out all activities related to photography, its safe keeping and record maintenance
9.	Reservation Cell	Dr. R.B. Yadav, Pr. Sci Dr. Shubhadeep Roy, Sci. Dr. Rajeev Kumar, Sci.	Chairman Member Member	Ensuring due compliance of the Institute with the orders and instructions pertaining to the reservation of vacancies in the favour of SC, ST, OBC classes and PwD and other benefits admissible to them.
10.	Security Cell	Sh. Sujit Kr. Singh, S.A.O. Sh. S. K. Singh, C.T.O. Sh. Pankaj Kr. Singh, T.O. Sh. R.K. Rai, A.A.O.	Chairman Security Officer Asstt. Sec. Officer Member	All matters related to the Safety and Security at the Institute.
11.(a)	PME Cell	Dr. P. M. Singh, Pr. Sci. Dr. Neeraj Singh, Pr. Sci. Dr. Hare Krishna, Pr. Sci. Dr. Anurag Chaurasia, Sci. Dr. Vidya Sagar, Sci Sh. Ashok Kr. Singh, A.C.T.O.	Chairman Member Member Member Member Member Sec.	All activities related to the projects, their monitoring and evaluation, co-ordination of parliamentary replies, scientific replies and information sought by Council and other activities, as entrusted by the Director of the Institute. All RFD related activities of the Institute, including setting of targets, assessment of achievements, preparation of all requisite reports, etc. Processing of all publication matters, including Annual Report of the Institute, Technical Bulletins and Extension Folders.
11.(b)	RFD Cell	Director Dr. Anant Bahadur, Pr. Sci. Dr. Jaydeep Halder, Sr. Sci. Dr. S.K. Tiwari, Sr. Sci. Sh. Sujit Kr. Singh, S.A.O.	Chairman Nodal Officer Member Member Member	
11.(c)	Publication Committee	Director Dr. Jagdish Singh, Pr. Sci. Dr. P.M. Singh, Pr. Sci. Dr. K.K. Pandey, Pr. Sci. Dr. Vikas Singh, Sr. Sci. Dr. Jaydeep Halder, Sr. Sci. Dr. Anurag Chaurasia, Sci.	Chairman Member Member Member Member Member	
11.(d)	News Letter Committee	Dr. Neeraj Singh, Pri. Sci Dr. J. Halder, Sr. Sci. Dr. Sweta Kumari, Sci. Dr. Shubhadeep Roy, Sci.	Chairman Member Member Member Sec.	Compilation and timely publication of Newsletter of the Institute.

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11(e).	Sabji Gyan Committee	Dr. K.K. Pandey, Pr. Sci. Dr. Sudhakar Pandey, Pr. Sci. Dr. Shubhadeep Roy, Sci. Dr. Vijya Rani, Sci.	Chairman Member Member Member Sec.	All activities related to Sabji Gyan App, including prompt replies of all queries and assistance sought therein.
11(f).	IPR/ITMU Committee	Director Heads/Incharges of all three Divisions Dr. S.K. Tiwari, Sr. Sci	Chairman Member Member Sec.	Handling of all IPR issues and monitoring and smooth functioning of ITMU Cell.
11(g).	MPR/MCR/QPR/HYPR etc.	Dr. P.M. Singh, Pri. Sci Dr. Rajesh Kumar, Pri. Sci. Dr. Anant Bahadur, Pri. Sci.	Chairman Member Member	Preparation, verification and timely submission of MPR/MCR/QPR/HYPR etc.
11(h).	PIMS/HYPM	Senior Most Head/Incharge of the Division Heads/Incharges of the other two Divisions	Chairman Member	To ensure listing of all the projects under operation and grading of the Scientists on the basis of achievements of HYPMs.

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 Senior Administrative Officer

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