



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

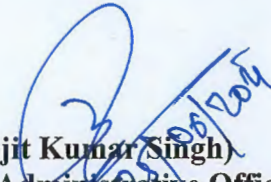
In Supersession of all the previous orders issued in this regard, the following Sections and Units are hereby reconstituted for smooth functioning of the Institute activities w.e.f. 01.07.2021 until further orders:

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.

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/Incharges 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.