



# भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान

बरौंडा, रायपुर, छत्तीसगढ़-493 225

ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT

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## संशोधित कार्यालय आदेश REVISED OFFICE ORDER

In suppression of earlier office order, the Director, ICAR-NIBSM, Raipur, is pleased to re-constitute the following committees for the year 2025 for the smooth functioning of the Institute's activities.

### 1. Institute Purchase Committee (IPC)

Chairman	Members
Dr. K. K. Mondal, Joint Director (Research)	Dr. P N Sivalingam, PS Dr. K C Sharma, PS SAO Comptroller /FAO AO - Member Secretary
ToR: This committee will meet as per need, will deal with or advise on all procurement as per GFR, all annual contracts, tender finalization (Both manual and GeM), and other related issues, examine works related matter, wherever required, etc. The file should not be retained more than two days.	

### 2. Institute Technical Evaluation Committee (ITEC)

Chairman	Members
Dr. P. N. Sivalingam, PS	Dr. Vinay Kumar, SS Dr. Sridhar, SS Indenter AO - Member Secretary
ToR: The committee will finalize the technical specification of equipment/farm implements / IT items / consumables, if any and submit the recommendation of technically fit items for finalizing tender document/GeM/Other mode of purchase and also evaluate bid technically after bid opening. File should not be retained more than two days.	

### 3. Priority Setting, Monitoring and Evaluation (PME)

In-charge Officer	Members
Dr. S K Jain, PS	Dr. P N Sivalingam, PS Dr. Mallikarjuna J, SS
ToR: This committee will maintain all scientific documents including digitization and timely submission of reports/information, Organizing monthly meeting, IRC and related scientific meetings. Verify submission of publication as per RPPs and publication guidelines, maintain scientist wise file and follow ICAR guidelines for No. of projects per scientist. PME cell is attached to the JDR office.	

### 4. Price Fixing Committee (Farm, produce, and publication)

Chairman	Members
Dr. Anil Dixit, JD (SCHMR)	Dr. K. C. Sharma, PS Dr. Vinay Kumar, SS FAO - Member or his nominee AO - Member or his nominee Dr. Vinod Kumar Wasnik, SS- Member Secretary
ToR: The committee will meet need based.	

### 5. Right to Information (RTI) Cell

First Appellate Authority	Members
Director	Dr. R. K. Murali Baskaran, PS - Nodal Officer SAO - CPIO (Administration) I/c PME - CPIO (Research) through JD (R)
ToR: 1. Timely disposal of the case if any, following RTI guidelines.	

### 6. Women Grievance Cell

Chairman	Members
Dr. Daisy Basandrai, JD(SCRSR)	Dr. Mamta Choudhary, PS Dr. (Mrs.) Subha Banerji (IGKV) Ms. Shravani Sanyal, Scientist AO Dr. Soumya Dash, Scientist - Member Secretary
ToR: Timely disposal of the cases if any.	

### 7. Public Relation Officer (PRO)

PRO	Members
Dr. A. Amarendra Reddy, JD (SCHPSR)	Dr. S.K Jain, PME- In charge Dr. (Mrs.) Mamta Choudhary, PS Dr. P Mooventhan, SS - Member Secretary
ToR: Institute activity shown to visitor, dealing with state administration. Fortnightly or monthly publication of institute activity in newspaper, WhatsApp, Mob App, Institute website.	

## 8. Coordination committee for NEH, TSP and SCSP

Coordinator	Nodal Officer
Director	1. NEH component – Dr. P. Mooventhan, SS
	2. TSP Component- Dr. Priyanka Meena, Scientist
	3. SCSP Component - Dr. K.C. Sharma, PS
ToR: Timely planning, execution, and utilization of funds. All the proposals, including finalization of beneficiaries following the guidelines of ICAR (SCSP and TSP) should be routed through the Co-Ordinator. Monthly meeting with the coordinator and quarterly with the Director. All nodal officers will maintain files, including fund position, and will be routed through the coordinator.	

## 9. Institute Bio-safety Committee

Chairman	Members
Dr. Daisy Basandrai, JD (SCRSR)	Dr. P N Sivalingam, PS Dr. B K Choudhary, PS Dr. L. L. Kharbikar, SS- Member Secretary
ToR: The committee will meet quarterly basis and submit the report.	

## 10. Farm Unit

Dr. K. C. Sharma, PS – Farm in-charge. In the absence of Dr. K.C. Sharma, Dr. Binod Kumar Choudhary, PS, will take care. T- I, YP-1 and others staff will be working under the direct supervision of Farm In charge.
ToR: Maintain all farm records, timely disposal of farm produce, allotment of field to scientist for experimentation, all file movement related to farm works and timely repair of farm implements, borewell, farm operation, upkeeping of farm, timely insurance of tractors, over all cleaning of farm and its maintenance. Farm In charge will work independently and will engage and allot labour, tractor and other farm implements on daily basis and their management and directly put up farm related files to office. All the farm related records will be under the custody of farm In charge and will get advice time to time for all farm related works from Farm Advisory Committee.

## 11. Model Farm Development and execution Committee

Chairman	Members
Dr. Anil Dixit, JD (SCHMR)	Dr. S.K. Sharma, PS Dr. K C Sharma, PS Dr. B.K. Choudhary, PS Dr. Vinay Kumar, SS Dr. Vinod Kumar Wasnik, SS-Member secretary
ToR: The Committee may have constant monitoring of development work being undertaken at NIBSM farm, frequent interaction with Committee Members, CPWD, and ensure that all the required works are completed on time. The Committee will be effective till the completion of work/ verification of the inventory item.	

## 12. Education Cell

Chairman	Members
Dr. Pawan Kumar Agrawal, JD (Education) & Dean	UG Coordinator - Dr. K.C. Sharma, PS PG Coordinator - Dr. Vinod Kumar Wasnik, SS Conduction of Examination- Dr. Sridhar J, SS UG Lab In-charge - Dr. Soumya Dash, Scientist Mr. Ravi Shekhar Kumar, Assistant, will additionally assist as and when needed, apart from his regular work in the admin section.
ToR: The cell will deal with all activities/works related to the education program, including maintenance of the classroom, timely exams, timely classes, all student welfare activities, etc. and will have a track with IARI.	

## 13. Agricultural Knowledge Management Unit (AKMU)

<b>Dr. P. Mooventhan, Senior Scientist - In charge/Nodal officer</b>
<b>Dr. Vinay Kumar, Senior Scientist- Member</b>
<b>Dr. Ashish Marathe -Scientist - Member</b>
Responsible for providing services to all units related to electronic/ICT, Wi-Fi connection, management of e-resources of the institute, and maintenance and updating the ERP / e-HRM modules in consultation with IASRI. Maintenance/inventory of all IT items in different schemes / externally funded projects / institute fund, with the help of YP-II and highly skilled worker.
<b>Jointly by Coordinator and in charge/Nodal officer</b>
Implementation of decision/recommendation of IMAC, all indent related to IT items/maintenance of telecom will be jointly signed by the coordinator and in charge with the staff allotted to them. In the absence of Dr. P. Mooventhan, Dr. Vinay Kumar, SS will look after AKMU.

## 14. Institute Foreign Deputation Committee (IFDC)

Chairman	Members
Dr. Daisy Basandrai, JD (SCRSR)	Dr. Binod Choudhary, PS Dr. Yogesh Yele, Scientist - Member Secretary
ToR: This committee will meet needs basis.	

## 15. Institute Rajbhasha Committee

Chairman	Members
Director, NIBSM - Chairman	Dr. Binod Kumar Choudhary, PS Mr. Pranshu Rathore - AO / Rajbhasha Adhikari Mr. Shivam Kumar Pathak - Technician (T-1)
<b>ToR:</b> This Committee will meet on a quarterly basis and submit the report as per the proforma and guidelines of the Government of India.	

#### 16. Institute Library Advisory Committee (LAC)

Chairman	Members
Dr. K.C. Sharma, PS	Dr. L.L. Kharbikar, Scientist Sh. Z.H. Khilji, Comptroller Mr. Malay Bisht, SAO Dr. Mamta Choudhary, PS - Member Secretary
<b>ToR:</b> This Committee will advise for library related matters.	

#### 17. Institute Work Management Advisory Committee (IWMAC)

Chairman	Members
Dr. Pankaj Sharma, JD (SCHBR)	Dr. S K Sharma, PS Dr. Sridhar J, SS Comptroller/FAO SAO - Member Shri Ashok Kumar, AAO - Member Secretary
<b>ToR:</b> The committee will meet monthly or as and when required and discuss all constructions and maintenance related work and submit report, time to time dealing with CPWD, proposal for fund release based on work accomplished / commitment, planning for pending works of Phase I & Phase II, including new work, as per EFC approval / special fund allotted / approval by the Council.	

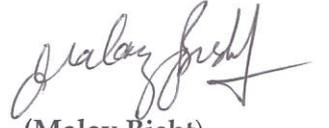
#### 18. House Allotment Committee for Residential Quarters.

Chairman	Member
Dr. Pankaj Sharma, JD(SCHBR)	Dr. B.K. Choudhary, PS
	Dr. Niranjana Prasad H P, Scientist
	Dr. Priyanka Meena, Scientist
	Mr. Z.H. Khilji, Comptroller
	Mr. Malay Bisht, SAO
	Mr. Pranshu Rathore, AO - Member Secretary
<b>ToR:</b> Framing Guidelines, Allotment as per rule, liaising with Residential Complex Development Committee.	

19. In charge of various unit/cell / individual responsibilities:

Sl.	Unit, Upgradation, and maintenance	In charge / Coordinator
1.	Director's Cell	Mr. Ashok Kumar, AAO
2.	Director's Committee Room/ Conference Room	Dr. P. Mooventhan, SS
3.	Board rooms II & Old Training Hall	
4.	Board room- cum VIP lounge	Dr. L L Kharbikar, SS
5.	Auditorium	Dr. K C Sharma, PS
6.	UG Hall - 1, UG Hall - 2	Dr. K.C. Sharma, PS
7.	PG Hall	Dr. Vinod Kumar Wasnik, SS
8.	Institute Library	Dr. (Mrs.) Mamta Choudhary, PS
9.	Dispensary	Dr. (Mrs.) Lata Jain, SS
10.	SCSP Training Hall	Dr. (Mrs.) Mamta Choudhary, PS
11.	Residential Farmers Training Hostel (SCSP & TSP Scheme) In charge	Dr. Sridhar J, SS
12.	Farm In charge	Dr. K.C. Sharma, PS
13.	Student Welfare Officer	Dr. Vinay Kumar, SS & Dr. (Mrs.) Priyanka Meena, Scientist
14.	Works Cell In-charge	Dr. Pankaj Sharma, JD (SCHBR)
15.	Estate Section Team	Mr. Pranshu Rathore, AO - I/c Estate Mr. Pawan Kumar Gupta, Assistant Mr. Kadu Milind Ranjitrao, (T-1) Mr. Shivam Kumar Pathak, (T-1) Mr. Yuvraj Singh Meena, (T-1)
16.	Vehicle In-charge	Mr. Malay Bisht, Sr.AO, assist by Mr. Ravi Shekhar Kumar, Assistant
17.	Security In-charge	Mr. Pranshu Rathore, AO, in the absence of regular Security I/c Mr. Mahesh Chand Jetwani, AO will take care.
18.	Girls' Hostel Warden	Dr. Mrs. Priyanka Meena, Scientist
19.	Boy's Hostel Warden	Dr. Vinay ND, (in the absence of regular warden, Dr. Niranjana Prasad HP)
20.	Assistant Warden, Boy's Hostel	Dr. Niranjana Prasad HP, Scientist
21.	ARMS	Dr. Anil Dixit, JD (SCHMR)
22.	HRD Nodal Officer	Dr. Anil Dixit, JD (SCHMR)
23.	E - Office Nodal Officer	Dr. Mallikarjuna J, SS
24.	e - HRMS Nodal Officer	Mr. Mahesh Chand Jetwani, AO
25.	Liaison Officer (OBC)	Dr. P. Mooventhan, SS
26.	Liaison Officer (ST & SC)	Dr. Sridhar J, SS
27.	Pot Experimental Site	Dr. Mallikarjuna J, SS
28.	Gene Garden	Dr. P N Sivalingam, PS
29.	All Classrooms with all Facilities	Education cell (Chairman / Coordinator)
30.	CCTV	Mr. Pranshu Rathore, AO, assist by Mr. Lalit Raghuwanshi, T-1
31.	Analytical Lab	Dr. S.K. Sharma, PS & Mr. Arkaprava Roy, Scientist
32.	UG Lab	Dr. Soumya Dash, Scientist
33.	Suite	Dr. K C Sharma, PS, and Mr. Nikhil Pandey, Assistant
34.	Farmer Training Hostel in Boys Hostel	Mr. Nikhil Pandey, Assistant

- This order to be followed with effect from issued date.
- The outgoing committee should handover the charge to the new committee immediately and not beyond within a week.
- In the absence of the Chairman/Nodal Officer/Coordinator, the next senior-most officers will act as Chairman/Nodal Officer/Coordinator.
- All the files and related record should be in the custody of the Chairman / In-charge of the concerned committee in his office, with the responsibility.
- All the files/papers should be routed through the Chairman / Coordinator / Convener / Nodal Officer with critical observations and comments.
- Each committee should conduct a meeting, as mentioned in the order, and it is the responsibility of the Member Secretary and to Chairman to submit the proceedings on the same day or the following day of conducting the meeting for approval.



(Malay Bisht)

Sr. Administrative Officer  
& Head of Office

वरिष्ठ प्रशासनिक अधिकारी  
**Senior Administrative Officer**  
कार्यालय प्रमुख/Head of Office  
भा.कृ.अनु.प.-रा.जै.स्ट्रे.प्र.सं., बरौंडा, रायपुर  
ICAR-NIBSM, Baronda, Raipur