



# भा. कृ. अनु. प. - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर

ICAR - CENTRAL INSTITUTE FOR WOMEN IN AGRICULTURE

(ISO 9001:2008 Certified)

(भारतीय कृषि अनुसंधान परिषद)(Indian Council of Agricultural Research)

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फा. सं. III-14011/01/11-प्रशा./0013

दिनांक : 5<sup>th</sup> April, 2019

## कार्यालय आदेश

इस संस्थान से जारी किये गये पूर्व कार्यालय आदेशों को संशोधन करते हुए, निदेशक, भा.कृ.अनु.प. - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर द्वारा संस्थान के गतिविधियों को सूचारु रूप से संचालन हेतु तत्काल प्रभाव से, निम्नानुसार समितियों का पुनर्गठन एवं जिम्मेदारियों का आवंटन किया गया है।

Sl. No.	Name of activity / responsibility	Name & Designation
1.	Transparency Officer & Nodal Officer, RTI	Dr. J. Charles Jeeva, Principal Scientist
2.	Public Information Officer, RTI	Dr. Ananta Sarkar, Senior Scientist
3.	Assistant Public Information Officer, RTI	Shri J. R. Biswal, Administrative Officer
4.	Vigilance Officer	Dr. Sabita Mishra, Principal Scientist
5.	Scientist-in-Charge, Prioritization, Monitoring and Evaluation (PME) Cell	Dr. Arun Kumar Panda, Principal Scientist
6.	Officer-in-Charge, Farm	Shri Manoranjan Prusty, Technical Officer
7.	Nodal person for Sale Counter	Mrs. Usha Rani Maradana, Technical Assistant
8.	Scientist-in-Charge, AKMU, Data Centre & Web site Maintenance	Dr. Ananta Sarkar, Senior Scientist
9.	(i) Nodal Officer for eOffice Implementation	Dr. Ananta Sarkar, Senior Scientist
	(ii) Co-Nodal Officer for eOffice Implementation	Shri Shaji A., Senior Technical Officer
10.	(i) Editor, Newsletter	Dr. J. Charles Jeeva, Principal Scientist
	(ii) Co-Editor, Newsletter	➤ Dr. Ananta Sarkar, Senior Scientist ➤ Dr. Tanuja S., Senior Scientist
11.	Nodal Officer, mKisan Portal	Dr. Ananta Sarkar, Senior Scientist
12.	Secretary, Monthly Meeting on Technical Aspects	Dr. Ananta Sarkar, Senior Scientist
13.	Officer-in-Charge (Library)	Dr. Tanuja S., Scientist
14.	Librarian	Mrs. Tapaswini Sahoo, Technical Assistant
15.	Nodal Officer, ICAR Personal Management System	Shri J. R. Biswal, Administrative Officer
16.	Nodal Officer, Half Yearly Progress Monitoring System of Scientists	Dr. Arun Kumar Panda, Principal Scientist
17.	Nodal Officer, MIS-FMS	Shri J. R. Biswal, Administrative Officer
18.	Head of Office	Shri J. R. Biswal, Administrative Officer
19.	Drawing & Disbursing Officer	Shri J. R. Biswal, Administrative Officer
20.	Nodal Officer, AEBAS	Shri J. R. Biswal, Administrative Officer

प. आर. विश्वास 5/4/19

Sl. No.	Name of activity / responsibility		Name & Designation
21.	Nodal Officer, Court Cases Monitoring System		Shri J. R. Biswal, Administrative Officer
22.	Officer-in-charge, Land Transfer		Shri J. R. Biswal, Administrative Officer
23.	Officer-in-Charge (Security )		Mrs. Bishnupriya Moharana, Assistant Administrative Officer
24.	Officer-in-Charge (Stores)		Mrs. Bishnupriya Moharana, Assistant Administrative Officer
25.	Officer-in-Charge (Vehicles)		Shri Bhikari Charan Behera, Technical Officer
26.	Estate Assistance Cell	Officer-in-Charge	Shri Debendra Nath Sarangi, Technical Officer
		Nodal person for Monitoring of Conference & Training Hall, Exhibition Hall, Committee Rooms & Audio Visual Aids	Shri Debendra Nath Sarangi, Technical Officer
		Nodal person for Monitoring of Air-conditioners, water purifiers & water supply work	Shri Bishnu Charan Sahu, Senior Technical Assistant
		Nodal person for Monitoring of Civil, Electrical, DG Set, Transformer, Street lights, internal and external electrification work	Shri Pragati Kishore Rout, Technical Assistant
		Nodal person for Monitoring of Telephone work, maintenance of records and complaints & any other work	Shri Subrat Kumar Das, Technical Assistant
27.	Nodal Officer, PERMISnet & IRS		Dr. Ananta Sarkar, Senior Scientist
28.	Officer-in-Charge, Women Farmers' Hostel & Trainees' Hostel		Mrs. Geeta Saha, Technical Officer
29.	Caretaker, Women Farmers' Hostel & Trainees' Hostel		Shri Subrat Kumar Das, Technical Assistant
30.	Management Representative, ISO		Ms. Gayatri Moharana, Scientist
31.	Officer-in-Charge, Rajbhasha (Hindi Officer)		Mrs. Geeta Saha, Technical Officer
32.	Nodal Officer, HRD		Dr. J. Charles Jeeva, Principal Scientist
33.	Co-Nodal Officer, HRD		Dr. Tanuja S., Scientist
34.	Nodal Officer, TSP / Aspirational dist. / SCSP		Dr. J. Charles Jeeva, Principal Scientist
35.	Nodal Officer, Swachh Bharat Mission		Dr. Biswanath Sahoo, Principal Scientist <b>Associate Person</b> Shri Bishnu Charan Sahu, Senior Technical Assistant
36.	Nodal Officer, Mera Gaon Mera Gourav		Dr. Lipi Das, Principal Scientist
37.	Nodal Officer, ICAR-CIWA Research Data Advisory		Dr. Ananta Sarkar, Senior Scientist
38.	Co-Nodal Officer, ICAR-CIWA Research Data Advisory		Shri Shaji A., Senior Technical Officer
39.	Nodal Officer for Uploading data of Govt. land on the web-portal		Shri Shaji A., Senior Technical Officer
40.	Nodal Officer, e-Procurement		Shri Shaji A., Senior Technical Officer
41.	Nodal Officer, GAP – India Project		Dr. Ananta Sarkar, Senior Scientist
42.	Member-Secretary, IRC		Dr. Arun Kumar Panda, Principal Scientist
43.	Member-Secretary, RAC		Dr. J. Charles Jeeva, Principal Scientist
44.	Scientist-in-Charge, AICRP on Home Science		Dr. Lipi Das, Principal Scientist
45.	PI & Nodal Officer, AICRP on ESA		Er. Chaitrali Shashank Mhatre, Scientist

Dr. J. R. Biswal  
5/4/19

Sl. No.	Name of activity / responsibility	Name & Designation
46.	Scientist –in-Charge , Meteorology	Dr. Laxmi Priya Sahoo, Senior Scientist
47.	Nodal Officer, International Yoga Day	Dr. Arun Kumar Panda, Principal Scientist
48.	Nodal Officer, World Soil Day	Dr. Laxmi Priya Sahoo, Senior Scientist
49.	Nodal Officer, Celebration of Republic Day	Shri J. R. Biswal, Administrative Officer
50.	Nodal Officer, Celebration of Independence Day	Shri J. R. Biswal, Administrative Officer
51.	Nodal Officer, Celebration of National Productivity Day & Week	Dr. Biswanath Sahoo, Principal Scientist
52.	Nodal Officer, Celebration of Foundation Day	Dr. Jyoti Nayak, Principal Scientist
53.	Nodal Officer, Celebration of National Science Day	Er. Chaitrali Shashank Mhatre, Scientist
54.	Nodal Officer, Celebration of International Women's Day	Dr. Tanuja S., Scientist
55.	Nodal Officer, Celebration of Mahila Kisan Diwas	Dr. Lipi Das, Principal Scientist
56.	Nodal Officer, Celebration of World Food Day	Dr. Ananta Sarkar, Sr. Scientist
57.	Nodal Officer, Celebration of Agricultural Education Day	Ms. Gayatri Moharana, Scientist
58.	Nodal Officer, Celebration of Women in Agriculture Day	Mrs. Ankita Sahu, Scientist
59.	Nodal Officer, Celebration of Jai Kisan Jai Vigyan Week	Dr. Anil Kumar, Principal Scientist

**SENIOR OFFICERS' COMMITTEE :**

Director	Chairperson
Dr. Anil Kumar, Principal Scientist	Member
Dr. Sabita Mishra, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist	Member
Dr. Lipi Das, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. J. Charles Jeeva, Principal Scientist	Member
Assistant Finance & Accounts Officer	Member
Administration Officer	Member-Secretary
<b>Terms of reference :</b>	
1. Highest decision making body in the matters of policy and administration.	
2. Any other task as deemed necessary.	

**PROJECT MONITORING AND EVALUATION COMMITTEE (PMC) :**

Director	Director
Dr. Anil Kumar, Principal Scientist	Member
Dr. Sabita Mishra, Principal Scientist	Member
Dr. Lipi Das, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. J. Charles Jeeva, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist & SIC - PME Cell	Member-Secretary
<b>Terms of reference :</b>	
1. To undertake functions of the PMC as envisaged in ICAR Office Order No. 30(8)/2010/PME Cells/NAIP/O&M/, dt. 27 <sup>th</sup> December 2011.	
2. Any other task as deemed necessary.	

Dr. Anil Kumar  
5/4/19

**ITMU COMMITTEE :**

Director	Chairperson
Dr. Anil Kumar, Principal Scientist	Member
Dr. Bhaskar Ch. Patra, Principal Scientist, ICAR-NRRI, Cuttack	Member-Outside Expert
Dr. Lipi Das, Principal Scientist	Member
Dr. J. Charles Jeeva, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist & SIC - PME Cell	Member-Secretary

**Terms of reference :**

1. Highest decisions making body relating to all issues of IP management and technology transfer/commercialisation at the Institute level.
2. Consider and recommend the patent proposals to be registered.
3. Determine the license fee and/or royalty of technologies.
4. Any other task as deemed necessary.

**PME CELL :**

Dr. Arun Kumar Panda, Principal Scientist & SIC, PME Cell	Chairperson
Dr. Lipi Das, Principal Scientist	Member
Dr. Ananta Sarkar, Senior Scientist	Member
Miss Gayatri Moharana, Scientist	Member
Shri Shaji A., Senior Technical Officer	Member
Shri Subrat Kumar Das, Technical Assistant	Member

**Terms of reference :**

1. To facilitate the monitoring and evaluation of Institute projects and externally funded projects in terms of activities carried out, milestones and outputs.
2. To train middle level scientists in project management and research leadership.
3. Sensitization of policy makers, managers, scientists and other about the need for research priority assessment.
4. Prioritization of the Institute's programme.
5. Tracking of current resource allocations.
6. Impact analysis of research and extension activities.
7. Documentation, monitoring and evaluation of research projects including impact analysis.
8. Any other task as deemed necessary.

**LIBRARY ADVISORY COMMITTEE :**

Director	Chairperson
Dr. Anil Kumar, Principal Scientist	Member
Dr. Lipi Das, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist & SIC, PME Cell	Member
Assistant Finance & Accounts Officer	Member
Administrative Officer	Member
Dr. Tanuja S., Scientist & SIC, Library	Member-Secretary

**Terms of reference :**

1. To ensure that the budget in the annual plan earmarked for the library is utilised within time and efficiently for purchase of books, journals, subscriptions to e-journals.
2. Other matters related to the library.
3. Any other task as deemed necessary.

Dr. Ar. Jeeva  
5/4/19

**H.R.D. COMMITTEE :**

Director	Chairperson
Dr. Anil Kumar, Principal Scientist	Member
Dr. Sabita Mishra, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist	Member
Dr. Lipi Das, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. J. Charles Jeeva, Principal Scientist	Member
Assistant Finance & Accounts Officer	Member
Administrative Officer	Member-Secretary
<b>Terms of reference :</b>	
1. To work out and suggest guidelines for implementation of HRD policy.	
2. To examine the foreign deputation as well as Study leave proposals.	
3. To nominate members of the scientific, technical and administrative categories for training and workshop.	
4. Any other task as deemed necessary.	

**MANAGEMENT REVIEW COMMITTEE FOR ISO 9001-2008 :**

Director	Chairperson
Dr. Anil Kumar, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist & SIC, PME Cell	Member
Dr. Lipi Das, Principal Scientist	Member
Administrative Officer	Member
Assistant Finance & Accounts Officer	Member
Ms. Gayatri Moharana, Scientist & Management Representative, ISO	Member-Secretary
<b>Terms of reference :</b>	
1. To oversee the implementation of QMS as per the Quality Manual.	
2. Registration of ISO.	
3. Any other task as deemed necessary.	

**RAJBHASHA COMMITTEE :**

Director	Chairperson
Dr. Anil Kumar, Principal Scientist	Member
Dr. Sabita Mishra, Principal Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist & SIC, PME Cell	Member
Dr. Lipi Das, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. J. Charles Jeeva, Principal Scientist	Member
Mrs. Geeta Saha, Technical Officer & OIC, Rajbhasha	Member-Secretary
<b>Terms of reference :</b>	
1. To suggest and oversee the implementation of Rajbhasha guidelines.	
2. Any other task as deemed necessary.	

**RESEARCH PAPER SCRUTINY AND INSTITUTE PUBLICATION COMMITTEE :**

Dr. Anil Kumar, Principal Scientist	Chairperson
Dr. Sabita Mishra, Principal Scientist	Member
Dr. Lipi Das, Principal Scientist	Member
Er. Chaitrali Shashank Mhatre, Scientist	Member
Mrs. Ankita Sahu, Scientist	Member
Dr. Arun Kumar Panda, Principal Scientist & SIC, PME Cell	Member-Secretary
<b>Terms of reference :</b>	
1. To examine the research papers/ articles/ publication etc. with regards to its suitability for publication as per prevalent guidelines.	
2. To plan and bring out all publications of the Institute maintaining requisite standards.	
3. To examine the technical content of all e-publications before the same is published on Institute website/ ICAR website.	
4. Any other task as deemed necessary.	
<b>Technical Associated with the Committee :</b>	
Shri Subrat Kumar Das, Technical Assistant	

Dr. Anil Kumar  
5/4/18

**INSTITUTE ANIMAL ETHICAL COMMITTEE :**

Dr. Biswanath Sahoo, Principal Scientist	Chairperson
Dr L. K. Babu, Professor, OUAT, Bhubaneswar	Member
Dr. Tanuja S., Scientist	Member-Secretary
<b>Terms of reference :</b>	
1. The ACUC will deliberate upon the proposal(s) for animal experiments with a view to ensure humane treatment with respect to all related to humane handling and welfare of the animals and its use for experiment including taking samples.	
2. Any other task as deemed necessary.	
<b>Technical Associated with the Committee :</b>	
Shri Debendra Nath Sarangi, Technical Officer	

**PURCHASE COMMITTEE :**

Dr. Biswanath Sahoo, Principal Scientist	Chairperson
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. J. Charles Jeeva, Principal Scientist	Member
Dr. Tanuja S., Scientist	Member
Mrs. Ankita Sahu, Scientist	Member
Administrative Officer	Member
Assistant Finance & Accounts Officer	Member
Mrs. Bishnupriya Moharana, Assistant Administrative Officer & OIC, Stores	Member – Secretary
<b>Terms of reference :</b>	
1. To purchase materials and services according to the prescribed official procedures and within the budgetary provisions.	
2. Any other task as deemed necessary.	

**WORKS & ESTATE COMMITTEE :**

Dr. Anil Kumar, Principal Scientist	Chairperson
Dr. Arun Kumar Panda, Principal Scientist	Member
Dr. Laxmi Priya Sahoo, Senior Scientist	Member
Er. Mhatre Chaitrali Shashank, Scientist	Member
Administrative Officer	Member
Assistant Finance & Accounts Officer	Member
Shri Debendra Nath Sarangi, Technical Officer & OIC, Estate	Member
Mrs. Bishnupriya Moharana, Assistant Administrative Officer	Member-Secretary
<b>Terms of reference :</b>	
1. To prioritize works (Plan and Non-Plan) annually.	
2. To ensure that the works approved in EFC are implemented on time.	
3. To regularly monitor Plan and Non-Plan expenditure Works.	
4. To inspect the works undertaken by Contactors departmentally and by CPWD or any other agencies.	
5. Any other task as deemed necessary.	

**PRICE FIXATION COMMITTEE :**

Dr. Anil Kumar, Principal Scientist	Chairperson
Dr. Arun Kumar Panda, Principal Scientist	Member
Dr. Biswanath Sahoo, Principal Scientist	Member
Dr. Tanuja S. Scientist	Member
Administrative Officer	Member
Assistant Finance & Accounts Officer	Member
Shri Manoranjan Prusty, Technical Officer & OIC, Farm	Member-Secretary
<b>Terms of reference :</b>	
1. To decide and fix the prices for various farm products and publication etc.	
2. Any other task as deemed necessary.	
<b>Technical associated with committee :</b>	
Mrs. Usha Rani Maradana, Technical Assistant	

Dr. Anil Kumar  
5/4/19

**RESIDENTIAL QUARTERS ALLOTMENT COMMITTEE :**

Dr. Anil Kumar, Principal Scientist	Chairperson
Dr. Sabita Mishra, Principal Scientist	Member
Miss Gayatri Moharana, Scientist	Member
Assistant Finance & Accounts Officer	Member
Administrative Officer	Member-Secretary
<b>Terms of reference :</b>	
1. To examine the allotment proposals and recommend allotment of the residential quarters to the eligible employees of the Institute as per rules.	
2. Any other task as deemed necessary.	
<b>Associate to the Committee :</b>	
Shri Jyoti Ranjan Das, UDC & Dealing Assistant (Establishment)	

**FARM DEVELOPMENT COMMITTEE :**

Dr. Biswanath Sahoo, Principal Scientist	Chairperson
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. Tanuja S., Scientist	Member
Er. Chaitrali Shashank Mhatre, Scientist	Member
Shri Manoranjan Prusty, Technical Officer & OIC, Farm	Member-Secretary
<b>Terms of reference :</b>	
1. To plan, coordinate and assess the farm activities with regards to the programmes of the Institute.	
2. Any other task as deemed necessary.	
<b>Technical Associated with the Committee :</b>	
Usha Rani Maradana, Technical Assistant	

**TEAM FOR IMPLEMENTATION OF MANAGEMENT INFORMATION SYSTEM (MIS) INCLUDING FINANCIAL MANAGEMENT SYSTEM (FMS) IN ICAR :**

Administrative Officer	Nodal Officer
Shri Shaji A., Senior Technical Officer	Member
Shri Janardan Biswal, AF&AO	Member
Mrs. Bishnupriya Moharana, Assistant Administrative Officer	Member
Shri Parikshit Mallik, Steno Gr.III	Member
Shri Jyoti Ranjan Das, UDC	Member
Shri Tushar Ranjan Mangaraj, LDC	Member
Shri Pramod Kumar Sahoo, LDC	Member
<b>Terms of reference :</b>	
1. To implement MIS-FMS as per ICAR Rules & Guidelines.	
2. Any other task as deemed necessary.	

**MANAGEMENT COMMITTEE OF STAFF WELFARE FUND SCHEME :**

Dr. Lipi Das, Principal Scientist	Chairperson
Assistant Finance & Accounts Officer	Member
Administrative Officer	Member
Dr. Ananta Sarkar, Senior Scientist	Member
Shri Debendra Nath Sarangi, Technical Officer & Secretary, Staff Side (IJSC)	Member
Mrs. Geeta Saha, Technical Officer	Member
Shri Biswanath Biswal, Skilled Support Staff	Member
Mrs. Bishnupriya Moharana, Assistant Administrative Officer	Member-Secretary
<b>Terms of reference :</b>	
1. To implement ICAR Staff Welfare Fund as per ICAR Rules & Guidelines.	
2. Any other task as deemed necessary.	

जि.आ. विकास

5/4/19

**COMMITTEE TO DEAL WITH THE COMPLAINTS OF SEXUAL HARASSMENT :**

Dr. Jyoti Nayak, Principal Scientist	Chairperson
Er. Chaitrali Shashank Mhatre, Scientist	Member
Smt. Geeta Saha, Technical Officer	Member
Ms. Sangeeta Rautaray, President, SOPUTRA, Plot No.1162, House No.56, Ratnakar Bag, P.O.Badagada Brit Colony, Bhubaneswar-751018	Member-Third Party representative from NGO.
Administrative Officer	Member-Secretary
<b>Terms of reference :</b>	
1. To ensure a congenial work environment for the women employees.	
2. To look into the grievances, if any, as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	
3. Any other task as deemed necessary.	

**COMMITTEE FOR WORKPLACE AESTHETICS AND LANDSCAPING:**

Dr. Biswanath Sahoo, Principal Scientist	Chairman
Dr. Sabita Mishra, Pr. Scientist	Member
Dr. Lipi Das, Principal Scientist	Member
Dr. Jyoti Nayak, Principal Scientist	Member
Dr. Laxmi Priya Sahoo, Senior Scientist	Member
Miss Gayatri Moharana, Scientist	Member
Shri Debendra Nath Sarangi, Technical Officer & OIC, Estate	Member
Shri Manoranjan Prusty, Technical Officer & OIC, Farm	Member-Secretary
<b>Terms of reference :</b>	
1. To oversee the maintenance of landscaping cleanliness and beautification of Institute campus including residential campus.	
2. Any other task as deemed necessary.	

**AICRP CELL:**

Dr. Lipi Das, Principal Scientist	Scientist-in-Charge
Dr. Ananta Sarkar, Senior Scientist	Member
Smt. Chaitrali S.Mhatre, Scientist	Member
Administrative Officer	Member
Assistant Finance & Accounts Officer	Member
Ms. Gayatri Moharana, Scientist	Member-Secretary
<b>Terms of reference :</b>	
1. To coordinate and monitoring of AICRP activities	
2. To liaison with AICRP units	
3. Any other task as deemed necessary	

**IMPLEMENTATION OF e-OFFICE:**

Dr. Arun Kumar Panda, Principal Scientist	Chairman
Shri J.R. Biswal, Administrative Officer	Member
Shri Shaji A., Senior Technical Officer	Member
Shri Janardan Biswal, AF&AO	Member
Dr. Ananta Sarkar, Sr. Scientist	Member-Secretary

This issues with approval of the Director. All the Officers/ Officials are hereby requested to complete the handed over/ taken over process.

ज. आ. विश्व  
प्रशासनिक अधिकारी 5/4/19

**वितरण :**

1. सभी अधिकारी / कर्मचारी
2. सहायक वित्त व लेखा अधिकारी
3. निदेशक के निजी सचिव
4. सचिव (कर्मचारी पक्ष), संस्थानीय संयुक्त कर्मचारी परिषद
5. सूचना पटल / गाई फाईल