



No.: D/03/NIIRNCD/RoutineM,O&C/2023-24/

Dated: 13.02.2026

OFFICE ORDER

**Subject: Constitution of Institutional Research Project Review Committee of ICMR-
NIIRNCD, Jodhpur - Reg.**

The undersigned hereby constitutes Institutional Research Project Review Committee for ICMR-NIIRNCD, Jodhpur comprising of following officials with roles and responsibilities given hereunder:

Sl.No.	Name & Designation	Role
1.	Dr. P. K. Anand, Scientist - F	Chairperson
2.	Dr. Mukti Khetan, Scientist - C	Member
3.	Sh. Pankaj Kumar, Technical Officer	Member
4.	Sh. Rahul Singh Sankhla, UDC	Member
5.	Sh. Haresh Jadhav, Section Officer	Member
6.	Sh. Anurag Bithu, Scientist - B	Member Secretary

Terms of Reference (ToR):

1. To ensure proper coordination between Scientific and Administrative Sections so that project work is not delayed due to procedural issues.
2. To examine and resolve difficulties faced in project implementation including procurement, manpower and administrative matters.
3. To monitor progress of all approved projects with reference to timelines and budget utilisation.
4. To take up procurement related issues with Store/Purchase Section and help resolve specification or compliance related delays.
5. To review expenditure and ensure timely submission of Utilization Certificates & Statement of Expenditure (UC/SoE), final project report and related documents.
6. To facilitate expert consultation or collaboration in case a project faces technical difficulty or stagnation.
7. To review recruitment and engagement of project staff so that vacant positions do not affect project progress.
8. To review project progress periodically and compare achievements with approved objectives and work plan.
9. Any project related matter pending in the administrative section may be placed before the Committee for necessary decision.
10. The Committee shall submit a brief periodic report to the Director highlighting issues noticed and suggested corrective actions.

(Prof. (Dr.) Pankaj Bhardwaj)
Director

Distribution:

1. All Members of the above committee.

Copy to:

1. IT Cell: for placing on the Institute's website.
2. Sr.AO / ACO / SO
3. Concerned File.

प्रो. (डॉ.) पंकज भारद्वाज
Prof. (Dr.) Pankaj Bhardwaj
निदेशक/Director
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ICMR-National Institute for Implementation Research on
Non-Communicable Diseases, Jodhpur