

OFFICE ORDER

Subject : Reconstitution of Various Committees of the Institute.

In supersession of all earlier orders on the subject, following committees are reconstituted with the following members: —

(A) Internal Complaints Committee (ICC) at NIIRNCD in accordance with the Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:

| Sl.No. | Name & Designation | Role |
|--------|---|------------------|
| 1. | Dr. Mukti Khetan, Scientist-C, NIIRNCD, Jodhpur | Chairperson |
| 2. | Dr. Kanchan Bala, Junior Hindi Officer, NIIRNCD, Jodhpur | Member |
| 3. | Dr. Chandan Bala, HOD, Department of Law, JNVU, Jodhpur | Member |
| 4. | Dr. Kamal Singh Rathore, HOD, Department of Sociology, JNVU, Jodhpur | Member |
| 5. | Mrs. Shyama Tanvar, Chairperson, Sambhali Trust (NGO), Rai Ka Bagh, Jodhpur | Member |
| 6. | Dr. Meenakshi Meena, Assistant Professor, Department of Sociology, JNVU, Jodhpur | Member |
| 7. | Administrative Officer / AO In-charge, NIIRNCD Jodhpur | Member |
| 8. | Mr. Joginder Singh, Section Officer, NIIRNCD, Jodhpur | Member Secretary |

The terms of reference for the Internal Complaints Committee include the following.

- I. The Committee shall maintain a convenient channel of communication such that women can complaint without any undue pressure.
- II. The Committee shall keep its proceeding confidential.
- III. The Committee shall take proactive steps in creating awareness/counseling to aid in the prevention of harassment of women.
- IV. The Committee may invite a female member of student community in case the matter relates to the students (or) a female member of staff in case the matter relates to the staff members.
- V. The Committee shall make and submit an annual report with regards to the complaints and action taken by them.
- VI. The Internal Complaints Committee (ICC) shall be valid for a period on 03 years from the date of issue of this order.
- VII. Propose any other activity, to prevent harassment at work place.


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(B) Internal Grievance Committee: (ST)

In pursuance of ICMR's letter no. 18/2/2021-Admn-11 dated 16.08.2021, Internal Grievance Committee has been reconstituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|--|-----------------|
| 1. | Director / Director In-charge, NIIRNCD, Jodhpur | Chairperson |
| 2. | Dr. Autar Lal Meena, Professor, Dept. of Philosophy, JNVU, Jodhpur M. No. 9414295615, Email : autarlalmeena@gmail.com | External Member |
| 3. | Dr. P. K . Anand, Sci-E & Liaison Officer, NIIRNCD, Jodhpur | Member |
| 4. | Dr. Sriman Lal Meena, Scientist - E & Head of Office Phone: 0291-2740415(O), E-Mail: drslmeena.bsi@gmail.com | External Member |
| 5. | Dr. Desha Meena, Scientist-D, AFRI, Jodhpur Phone: 0291- 2729130(O), E-Mail: desha@icfre.org | External Member |
| 6. | Shri M. L. Meena, ACO, NIIRNCD, Jodhpur | Member |

This committee will examine the complaints of the employees belonging to Scheduled Tribes on matters such as :

- (1) Non-maintenance of reservation roster and not filling up of reserved vacancies,
- (2) Discrimination in promotion / seniority / MACP / ACP
- (3) Non-appointment on compassionate grounds
- (4) Adverse / downgrading of APARs
- (5) Termination / dismissal from services
- (6) Discrimination in transfer / posting
- (7) Denial of pensioner benefits etc, and take necessary action for immediate redressal of the grievances.

The committee will prepare monthly report and submit to the Head of organization who will monitor the action taken on the grievances and submit a quarterly report to the Commission, in the format given below.

Quarterly Report for period from.....to.....

| SI No | No. of grievances registered | No. of grievances successfully redressed | No. of grievances unresolved | Action taken against willful defaulting officers(s) | Remarks |
|-------|------------------------------|--|------------------------------|---|---------|
| 1. | 2. | 3. | 4. | 5. | 6. |

(C) Internal Grievance Committee: (SC)

Internal Grievance Committee has been reconstituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|---|-----------------|
| 1. | Director / Director In charge, NIIRNCD, Jodhpur | Chairperson |
| 2. | Dr. Laxmi Narayan Bunkar, Professor, Dept. of Psychology, JNVU, Jodhpur M. No. 9414719977, Email : lnbunker63@gmail.com | External Member |
| 3. | Dr. P. K . Anand, Sci-E & Liaison Officer, NIIRNCD, Jodhpur | Member |
| 4. | Dr. Shrawan Ram, Professor & Head, Dept. of Computer Science Engineering, MBM University Jodhpur M.No. 9414561459, | External Member |
| 5. | Dr. Kavita Chauhan, Sci-E, Defence Laboratory, Jodhpur (DLJ) M.No. 8890283224 | External Member |

This committee will examine the complaints of the employees belonging to Scheduled Cast on matters such as :

- (1) Non-maintenance of reservation roster and not filling up of reserved vacancies,
- (2) Discrimination in promotion / seniority / MACP / ACP
- (3) Non-appointment on compassionate grounds
- (4) Adverse / downgrading of APARs
- (5) Termination / dismissal from services
- (6) Discrimination in transfer / posting
- (7) Denial of pensioner benefits etc, and take necessary action for immediate redressal of the grievances.

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|-------|------------------------------|--|------------------------------|---|---------|
| 1. | 2. | 3. | 4. | 5. | 6. |


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(D) Website Committee:

Website committee has been constituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|--------------------------------|-------------|
| 1. | Dr. Hisham Moosan, Scientist-E | Chairperson |
| 2. | Dr. Vishal Singh, Scientist-B | Member |
| 3. | Shri Pankaj Kumar, TO | Member |

Following members for maintaining the NIIRNCD website up-to-date with the following terms of references:-

- (1) Regular, periodic review of the website content.
- (2) Making arrangements to update the website regularly.
- (3) Reconstruction and renovation of website as and when required.
- (4) Innovate, implement, improve the quality of the website (content, presentation, technology).
- (5) To take appropriate action to get the digital version of all the previously published annual reports / books uploaded in a separate section on the website.
- (6) Give suggestions for improving the website.

| Sl.No. | Name & Designation | Role |
|--------|---|-----------------------|
| 1. | Dr. Ramesh Kumar Huda, Scientist-C (IT) | Website Administrator |

Duties and Responsibilities of the site administrator:

- (1) The site administrator has to arrange receipt of content from the nodal officers / Section Heads and the aforesaid committee, format and upload the same on to the website without delay.
- (2) He/She will make necessary arrangements for the review meetings and present the current status of the website to the committee from time to time.

It is also the responsibility of all the Heads of Departments to keep the web pages of their Departments / Sections factually correct and up-to-date by providing suggestions and information to the above committee from time to time.

The Technical Assistant (IT Wing) of the Institute will assist the above committee and complete the given instructions within the stipulated time frame.

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(E) Swachhta Committee:

In suppression of all earlier orders of this office regarding housekeeping and campus maintenance of this Institute; it has been decided by the undersigned that the recently constituted Swachhta Action Plan Committee (SAPC) will monitor the work of housekeeping and maintenance of entire campus of this Institute. The committee consists following members:

| Sl.No. | Name & Designation | Role |
|--------|---------------------------------|------------------|
| 1. | Shri Rajkumar Kalundha, STO-III | Chairperson |
| 2. | Dr. Anil Purohit, TO-C | Member |
| 3. | Sh. Manoj Sinwar, UDC | Member Secretary |

The committee will look after and monitor following activities of the entire campus :

1. Develop an SOP for monitoring and supervision.
2. The work of Housekeeping Agency.
3. Taking note of required repairs of all washrooms in routine and initiate the process of repairing immediately as per rules.
4. Monitor and ensure the maintenance of plantations and lawns in the campus.
5. Submit their observations / suggestions for cleanliness and beautification of the campus (with budgetary requirements), if any.
6. Prepare report on work done including expenditure incurred under Swachhta Action Plan for onward transmission to ICMR as per their OM No.16/99/2014-Admin-II dated 04/02/2021 in the prescribed format.
7. Submit weekly report of the work.

The committee will look after the above and will coordinate with the Administrative Officer / Section Officer (Admin. & Accounts) for the budgetary requirements under different heads as per guidelines of the council from time to time.


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(F) NPS Committee: (To ensure oversight over the NPS contributions crediting)

In pursuance of ICMR's letter No. 14028/NPS/Admn. IV/2021-22 dated 12.07.2021, NPS oversight mechanism committee has been reconstituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|---|------------------|
| 1. | Shri Manohar Lal Meena, Accounts Officer | Chairperson |
| 2. | Administrative Officer / AO In-Charge | Member |
| 3. | Shri Joginder Singh, Section Officer (Admin.) | Member |
| 4. | Shri Mukesh Panwar, UDC | Member Secretary |

The Committee shall be responsible for the following actions:

- I. Ensuring that the contribution of employees and the Government are credited without delay to the NPS financial architecture both in case of existing employees and employees newly recruited from time to time and the existing system and procedure being followed for the purpose shall be monitored effectively to ensure that no delay in credit of the contributions takes place.
- II. Ensuring that in case any grievance by any employee is received in regard to delay in credit of contribution, either directly from the employee or through PFRDA, the same has been looked into and disposed of, in a manner to the satisfaction of the concerned employee.
- III. Any other matter as having a bearing on the issue of crediting/remittance of NPS contributions.
- IV. The Committee shall devise its own mechanism as also appropriate checks & balances to ensure that NPS contributions are credited on time in respect of all employees under NPS system.
- V. The Committee also sends a status report in the format prescribed by the Ministry of Finance, Department of Expenditure to the Head of the Committee of ICMR Hqrs Officer (Senior Financial Advisor) for onward transmission to Department of Pension & Pensioners' Welfare every six month i.e. 1st April to 30th September & 1 October to 31st March intimating the result of monitoring carried out through oversight mechanism.


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(G) Court Cases / Legal / RTI Committee:

In pursuance of ICMR's letter No. 16/88/2020-Admn. II dated 27.11.2020, above committee has been constituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|---|------------------|
| 1. | Dr. S. S. Mohanty, Scientist-E & Nodal Officer & Central Public Information Officer | Chairperson |
| 2. | Administrative Officer / AO In-charge | Member |
| 3. | Shri Joginder Singh, Section Officer (Admin.) & CPIO | Member |
| 4. | Dr. Vishal Singh, Scientist-B | Member |
| 5. | Shri Rahul Singh Sankhla, UDC | Member Secretary |

The Committee shall be responsible for the following actions:

1. To review and monitor the legal cases.
2. To draft Affidavit / Counter Affidavit / Additional Affidavit / Petition etc.
3. To prepare parawise comments / Speaking Orders etc, in consultation with the empaneled Advocates / Counsel.
4. To process and follow up the legal matters with Advocates / Counsel / Courts.
5. To assist in drafting the reply matters on RTI, Public Grievance, VIP references etc.
6. To submit monthly report to the Legal Cell of ICMR HQ.

In order to have optimum utilization of their qualification and knowledge, it is hereby ordered that the services of Shri Rahul Singh Sankhla, UDC, in addition to their existing roles and responsibilities, may be utilized in the Institutes, according to their technical knowledge and expertise, for the Legal works.



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(H) Medical / CGHS Committee:

In supersession of all earlier orders, above committee has been constituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|---|---------------------|
| 1. | Dr. Mahendra Jashvantbhai Thakor, Scientist-B | Chairperson |
| 2. | Dr. Janesh Kumar Gautam, Scientist-B | Member |
| 3. | Dr. Ashok Choudhary , Scientist-B | Member |
| 4. | Shri Manoharlal Meena, ACO | Member |
| 5. | Administrative Officer / AO In-Charge / Shri Joginder Singh, SO (Admin.) | Member Secretary |

The Committee shall be responsible for the following actions:

1. A monthly meeting will be held on the 15th and 30th of every month, at which the above committee will thoroughly review the medical reimbursement bills received by the permanent employees and pensioners.
2. Will be committed to complying with the rules and orders of CGHS and the Council from time to time.
3. In consideration of the MoU with all Empanelled CGHS Hospitals in Jodhpur and their renewal, appropriate action will be taken as per the rules.
4. In addition to the above, the committee will also work to identify good CGHS empanelled hospitals for Jaipur and sign MoU with them as well.

The following Medical Scientists for issuing Undertaking-II to NIIRNCD staff/Pensioners for their IPD treatment:-

1. Dr. Mahendra Jashvantbhai Thakor, Scientist-B - 1st Signatory
2. Dr. Dr. Ashok Choudhary, Scientist-B - 2nd Signatory
3. Dr. Hisham Moosan, Scientist-E - 3rd Signatory

The above scientist will issue an Undertaking-II to the concerned employee/pensioner after getting the quotation from the concerned hospital where he/she wants to get his treatment done.

In continuation of this office order the undersigned has decided to depute two scientist (Medical) in case of medical emergency for immediate examination and first aid treatment to such employee. The following scientist have been deputed to treat the staff in case of medical emergency, which are as under:-

1. Dr. Mahendra Jashvantbhai Thakor, Scientist-B
2. Dr. Dr. Ashok Choudhary, Scientist-B

The above scientist are requested to prepare a list of first aid equipment and medicines as required and submit to Store & Purchase for Procurement.


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(I) Capital Works Monitoring Committee (CWMC):

In pursuance to the Council's (ICMR's) Office Memorandum No. AA-VI/Capital Works Advisory Committee/2020 dated 06.08.2020 and In supersession of all earlier orders the Capital Works Monitoring Committee (CWMC) has been reconstituted as under:

| Sl.No. | Name & Designation | Role |
|--------|---|------------------|
| 1. | Dr. P. K. Anand, Scientist 'E', NIIRNCD, Jodhpur | Chairperson |
| 2. | Dr. Avdhesh Sharma, Ex-Professor and Head, Department of Electrical Engineering, MBM Engineering College, Jodhpur | Member |
| 3. | Dr. Rajesh Sharma, -Professor and Head, Department of Architecture, JNVU, Jodhpur | Member |
| 4. | Shri R. S. Meena, Assistant Engineer, Electrical, CPWD | Member |
| 5. | Shri Rajpal Meena, Assistant Engineer, Civil, CPWD | Member |
| 6. | Dr. Ramesh Kumar Huda, Scientist 'C' (IT), NIIRNCD, Jodhpur | Member Secretary |
| 7. | Administrative Officer / AO In-charge / Section Officer (Admin.) | Member |
| 8. | Accounts Officer / Section Officer (Accounts) | Member |

9. *Dr. S.S. Mohanty, SC-E, NIIRNCD Jodhpur*

Dr. Rajnish Gupta, TA and Mr. Narendra Kumar, UDC shall provide assistance to the Committee; make necessary arrangements for the meetings and related tasks as directed.

All the maintenance work proposals shall be placed before the Capital Works Monitoring Committee (CWMC) for periodical review and recommendations before conveying the Administrative Approval and Expenditure Sanction and Execution of works.

The Capital Works Monitoring Committee (CWMC) shall meet at the office of the Institute at least once in a month or as and when urgent works have to be considered, to review the progress of each work awarded and record the proceedings. The committee shall also review the financial progress of each work along with the physical progress and submit the report in the format of ICMR.

The Roles and responsibilities of Capital Works Monitoring Committee (CWMC) shall be as under:

1. To assist the Institute in proper physical monitoring of capital works.
2. To assist the Institute in monitoring of financial progress (release of advance funds) based on physical progress of the capital work.
3. To assist the Institute in proper monitoring of quality of work based on approved scope and specifications of the capital work.
4. To assist Execution Agency for obtaining statutory municipal approval from local governing bodies.


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(J) Capital Works Advisory Committee (CWAC):

In pursuance to the Council's (ICMR's) Office Memorandum No. AA-VI/Capital Works Advisory Committee/2020 dated 06.08.2020 and In supersession of all earlier orders the Capital Works Advisory Committee (CWAC) has been reconstituted as under:

| Sl.No. | Name & Designation | Role |
|--------|---|---------------------------------|
| 1. | Dr. Rajendra Karwa, Ex. Prof. MBM Engineer Collage, Jodhpur | Chairperson & Mechanical Expert |
| 2. | Dr. D.GM. Purohit, Ex. Prof. MBM Engineer Collage, Jodhpur | Civil Expert |
| 3. | Dr. Avdhesh Sharma, Ex-Professor and Head, Department of Electrical Engineering, MBM Engineering College, Jodhpur | Electrical Expert |
| 4. | Dr. Rajesh Sharma, -Professor and Head, Department of Architecture, JNVU. Jodhpur | Architect Expert |
| 5. | Director / Director In-charge, ICMR-NIIRNCD, Jodhpur | Member |
| 6. | Dr. P. K. Anand, Scientist 'E', NIIRNCD, Jodhpur | Member |
| 7. | Administrative Officer / AO In-charge / Section Officer (Admin.) | Member |
| 8. | Accounts Officer / Section Officer (Accounts) | Member |
| 9. | Dr. Anil Purohit, TO-C, NIIRNCD, Jodhpur | Member Secretary |
| 10. | Invitees : EE or AE, CPWD, Jodhpur | |

Dr. Rajnish Gupta, TA and Mr. Narendra Kumar, UDC shall provide assistance to the Committee; make necessary arrangements for the meetings and related tasks as directed.

Role and responsibilities of Capital Works Advisory Committee:

1. To advise Execution for planning and designing of capital works.
2. To advise Execution Agency in the preparation of conceptual architectural drawings in respect of the work of construction of laboratory buildings and other infrastructure facility buildings.
3. To assist Execution Agency in developing the conceptual architectural drawings into working architectural drawings.
4. To give suggest for planning and designing of specialized laboratory buildings (Bio-safety buildings).
5. To give recommendations regarding scope and specifications of capital works.
6. To assist the Execution Agency in freezing the architectural planning of capital works.
7. To monitor physical and financial progress and quality of the capital work.
8. To give recommendations for release of advance funds to the Executing Agency based on physical progress of the capital works.
9. To assist institute to take over the satisfactorily completed capital work.

(K) Documentation Cell / Committee:

The above committee has been constituted as under at NIIRNCD, Jodhpur :-

| Sl.No. | Name & Designation | Role |
|--------|--|------------------|
| 1. | Dr. Suresh Yadav, Scientist-D | Chairperson |
| 2. | Shri Pankaj Kumar, TO | Member |
| 3. | Shri Sunil Bishnoi, Assistant, (Store Section) | Member |
| 4. | Shri Manoj Sinwar, UDC (Admin. Section) | Member |
| 5. | Shri Mukesh Panwar, UDC (Accounts Section) | Member Secretary |

The Committee shall be responsible for the following actions:

1. Weeding out of old records and disposal of documents that have outlived their usage may be done periodically.
2. Proper system be also ensured for record maintenance, so that records can be easily retrieved, as and when required.
3. Arrangement of all the documents related to Administration and Accounts Branch in the record room properly.
4. All documents should be properly labeled and their complete details entered in a register.
5. To get the work of digitization of all the old and new required documents done.

The nominated member in the above committee will be fully responsible for maintaining the record room of all the files/bills and documents related to department.

The committee will submit a full report of all the data related to the record room to the Director/ Administrative Officer / Section Officer (Admin.) within 3 months from the date of issue of the order.



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(L) Institute Purchase Committee :

In pursuance to the Council's (ICMR's) Office Memorandum No. F&A/Misc.2/2022 dated 04.02.2022, the Institute Purchase Committee / Local Purchase Committee has been constituted as under:

| Sl.No. | Name & Designation | Role |
|--------|--------------------------------------|------------------|
| 1. | Dr. Suresh Yadav, Scientist-C | Chairperson |
| 2. | Dr. Vishal Singh, Scientist-B | Member |
| 3. | Dr. Janesh Kumar Gautam, Scientist-B | Member |
| 4. | Dr. Anil Purohit, TO-C | Member |
| 5. | Shri Narendra Kumar, UDC | Member Secretary |

As per Rule 155 of GFR, 2017 the Committee will be responsible for the following functions:

1. The purchase of goods up to Rs. 50,000 or one lakh (Rs. 50,000 only for common used goods and Rs. one lakh for scientific equipments and computers) and up to Rs.10 lakh on each occasion will be done by the constituted above Local Purchase Committee.
2. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.
3. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

Note: The chairperson of the committee mentioned above will send an email to all the committee members with a specific date and time for conducting a market survey to identify potential suppliers. Each member is expected to respond to the chairperson's email indicating their availability or absence, providing a valid reason for their absence.


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(M) Tender & Bid Related Committee for Procurement of Goods & Services:

In compliance of Guideline for Procurement of Goods and Services by ICMR vide OM 5/10/15/RSS IProc-2018 dated 29/11/2018 the following committees has been constitute as under:

1. Negotiation committee:

| S.No. | Role | Member |
|-------|------------------|--|
| 01. | Chairman | (Any one) Biochemistry- Dr. Ranjana Mathur, Professor & Head Dept. of Biochemistry, Dr. S.N. Medical College, Jodhpur Microbiology- Dr. P.K. Khatri, Sr. Professor, Dept. of Microbiology, Dr. S.N. Medical College, Jodhpur IT Equipments Sh. Ravi Mathur, Sci-F, NIC, Jodhpur Other will be nominated by competent authority as per requirement |
| 02. | Member | Administrative officer |
| 03. | Member | Accounts officer |
| 04. | Member | Indentee of the Equipment |
| 05. | Member-Secretary | Procurement In-charge Sh. Ranglal Meena, TO-B |

2. Bid opening Committee:

| S.No. | Role | 1st Member | Alternative |
|-------|------------------|---------------------------|---|
| 01. | Chairman | Dr. Vishal Singh, Sci-E | Dr. S. S. Mohanty, Sci-E |
| 02. | Member | Administrative officer | Section officer (Admin) |
| 03. | Member | Accounts officer | Section officer (Accounts) |
| 04. | Member | Indentee of the Equipment | |
| 05. | Member Secretary | Procurement Officer | Section Officer (Store) / Store Officer |



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In case of Gem, the bid will be opened by Gem buyer and will be evaluated by buyer or Technical bid Evaluation committee as the case may be.

3. Technical Bid evaluation committee:

| S.No. | Role | 1st Member | Alternative |
|-------|------------------|--|---|
| 01. | Chairman | <p>(Any one) Biochemistry- Dr. Ranjana Mathur, Professor & Head, Dept. of Biochemistry, Dr. SNMC, Jodhpur Microbiology- Dr. P. K. Khatri, Sr. Professor, Dept. of Microbiology Dr. SNMC, Jodhpur Manpower and other service Sh. T.C. Garg, Deputy Registrar (Retd.), JNVU, Jodhpur IT Equipments Mr. Ravi Mathur, Sci-F, NIC, Jodhpur</p> | <p>(Any one) Biochemistry- Dr. Manisha Gurjar, Associate Professor, Dr. SNMC, Jodhpur Microbiology- Dr. Archana Bora, Associate Professor, Dr. SNMC, Jodhpur Manpower and other service Mr. Sanjay Dhabai, AO AIIMS, Jodhpur IT Equipments Sh. Gaurav Kumar, Scientist SF, NRSC, ISRO, Jodhpur</p> |
| 02. | Member | <p>Biochemistry- Dr. Manisha Gurjar, Associate Professor, Dr. SNMC, Jodhpur Microbiology- Dr. Archana Bora, Associate Professor, Dr. SNMC, Jodhpur Manpower and other service Mr. Sanjay Dhabai, AO AIIMS, Jodhpur IT Equipments Sh. Gaurav Kumar, Scientist SF, NRSC, ISRO, Jodhpur</p> | <p>Biochemistry- Dr. Abhishek Purohit, Dept. of Pathology, AIIMS, Jodhpur Microbiology- Dr. RAVI SEKHAR GADEPALLI, Associate Professor, AIIMS, Jodhpur Manpower and other service Mr. Amit Mundra, ACO AIIMS, Jodhpur IT Equipments Er. Shrawan Ram, Professor, MBM Engg. College, Jodhpur</p> |
| 03. | Member | Dr. S. S. Mohanty, Sci-E | |
| 04. | Member | Indentee of the Equipment | |
| 05. | Member | Administrative Officer | Section Officer (Admin) |
| 06. | Member | Accounts officer | Section officer (Accounts) |
| 07. | Member Secretary | <p>Procurement In-charge Sh. Ranglal Meena, TO-B</p> | Section Officer (Store) / Store Officer |


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4. Financial Bid committee:

| S. No. | Role | Member |
|--------|------------------|--|
| 01. | Chairman | Indentee of Equipment / Service |
| 02. | Member | Administrative Officer or Section officer (Admin) |
| 03. | Member | Accounts Officer or Section officer (Accounts) |
| 04. | Member Secretary | Procurement In-charge Sh. Ranglal Meena, TO-B or Section officer (Store) |

5. Institutional Specification Committee

| S.No. | Role | 1st Member | Alternative |
|-------|------------------|--|--|
| 01. | Chairman | (Any one) Biochemistry- Dr. Ranjana Mathur, Professor & Head, Dept. of Biochemistry, Dr. SNMC, Jodhpur Microbiology- Dr. P.K. Khatri, Sr. Professor, Dept. of Microbiology Dr. SNMC, Jodhpur Manpower and other service T.C. Garg, Deputy Registrar (Retd.), JNVU, Jodhpur IT Equipments Mr. Ravi Mathur, Sci-F, NIC, Jodhpur | (Any one) Biochemistry- Dr. Manisha Gurjar, Associate Professor, Dr. SNMC, Jodhpur Microbiology- Dr. Archana Bora, Associate Professor, Dr. SNMC, Jodhpur Manpower and other service Mr. Sanjay Dhabai, AO AIIMS, Jodhpur IT Equipments Sh. Gaurav Kumar, Scientist-SF, NRSC, ISRO, Jodhpur |
| 02. | Member | Biochemistry- Dr. Manisha Gurjar, Associate Professor, Dr. SNMC, Jodhpur Microbiology- Dr. Archana Bora, Associate Professor, Dr. SNMC, Jodhpur Manpower and other service Mr. Sanjay Dhabai, AO AIIMS, Jodhpur IT Equipments Sh. Gaurav Kumar, Scientist SF, NRSC, ISRO, Jodhpur | Biochemistry- Dr. Abhishek Purohit, Dept. of Pathology, AIIMS, Jodhpur Microbiology- Dr. RAVI SEKHAR GADEPALLI, Associate Professor, AIIMS, Jodhpur Manpower and other service Mr. Amit Mundra, ACO AIIMS, Jodhpur IT Equipments Er. Shrawan Ram, Professor, MBM Engg. College, Jodhpur |
| 03. | Member Secretary | Indentee of the Equipment | |


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(N) Condemnation Committees:

In supersession of all earlier orders, above committee has been constituted as under at NIIRNCD, Jodhpur :-

1. Condemnation Committee for IT, Electronics & Telecom Equipments:

In compliance of Guideline issued by ICMR vide OM No. ISRM/22(03)/2019 dated 08.07.2019 the following condemnation committee has been constituted as under:

| S.No. | Name & Designation | Role |
|-------|--|------------------|
| 01. | Dr. Shrawan Ram, Professor & Head, Dept. of Computer Science Engineering, MBM University Jodhpur | Chairman |
| 02. | Er. Mahesh Trivedi, JTO (EB), BSNL Jodhpur | Member |
| 03. | Dr. Vishal Singh, Sci-E | Member Secretary |
| 04. | Dr. Ramesh Kumar Huda, Scientist-C (IT) | Member |
| 05. | Administrative Officer / AO In Charge | Member |
| 06. | Accounts Officer | Member |

02. Condemnation Committee for Lab Equipments:

In compliance of Guideline issued by ICMR vide no. 01/01/2019-Admn-II dated 14.03.2019 the following condemnation committee (other than IT Equipments) has been constituted as under:

| S.No. | Name & Designation | Role |
|-------|---|------------------|
| 01. | Dr. P. K. Khatri, Senior Professor, Dr. S. N. Medical College, Jodhpur | Chairman |
| 02. | Dr. S. R. Baloch, Scientist-D, AFRI, Jodhpur | Member |
| 03. | Dr. S. S. Mohanty, Scientist-E, NIIRNCD, Jodhpur | Member |
| 04. | Dr. Janesh Kumar Gautam, Scientist-B, NIIRNCD, Jodhpur | Member |
| 05. | Dr. Vishal Singh, Sci-E | Member Secretary |
| 06. | Administrative Officer / AO In Charge | Member |
| 07. | Accounts Officer | Member |

03. Condemnation Committee for General Items:

| S.No. | Name & Designation | Role |
|-------|---|------------------|
| 01. | Mr. Sanjay Dhabai, AO AIIMS, Jodhpur | Chairman |
| 02. | Mr. Amit Mundra, ACO AIIMS, Jodhpur | Member |
| 03. | Administrative Officer / AO In Charge | Member |
| 04. | Accounts Officer | Member |
| 05. | Section Officer (Store) / Store Officer | Member Secretary |

With reference to the above committees, In absence of Administrative Officer & Account Officer, Section Officer (Admin) and Section Officer (Accounts) respectively shall be the member of the committee.


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| (O) Official Language Implementation Committee: | | |
|---|---|------------------|
| Sl.No. | Name & Designation | Role |
| 1. | Director / Director In-Charge | Chairperson |
| 2. | Dr. S. S. Mohanty, Scientist-E | Member |
| 3. | Dr. Ramesh Kumar Huda, Scientist-B & In charge Official language | Member |
| 4. | Shri Joginder Singh, Section Officer (Admin.) | Member |
| 5. | Shri Mukesh Panwar, UDC (Accounts) | Member |
| 6. | Dr. Kanchan Bala, JHO | Member Secretary |
| (P) Yearly / Monthly / Quarterly Scientific Report Committee: | | |
| 1. | Dr. S. S. Mohanty, Scientist-E | Chairperson |
| 2. | Dr. Mukti Khetan, Scientist-C | Member |
| 3. | Dr. Ashok Choudhary, Scientist-B | Member |
| (Q) Event Management Committee: <i>(Work: Cultural Event / Campus Beautification / Sound / Lighting / Photography etc.)</i> | | |
| 1. | Dr. Hisham Moosan, Scientist-E | Chairperson |
| 2. | Dr. Ramesh Kumar Huda, Scientist-C | Member |
| 3. | Dr. Janesh Kumar Gautam, Scientist-B | Member |
| 4. | Dr. Ramesh Kumar Sangwan, Scientist-B | Member |
| 5. | Dr. Anil Purohit, TO-C | Member |
| 6. | Shri Rahul Singh Sankhla, UDC | Member Secretary |
| (R) Catering Committee: <i>(Work: Lunch / Dinner / Refreshments during Meeting)</i> | | |
| 1. | Dr. Vishal Singh, Scientist-B | Chairperson |
| 2. | Shri Trilok Kumar, Technician-II | Member |
| 3. | Shri Sunil Bishnoi, Assistant | Member |
| 4. | Shri Manoj Sinwar, UDC | Member Secretary |


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| (S) Certificate / Memento Committee : | | |
|--|--|------------------|
| 1. | Dr. Hisham Moosan, Scientist-E | Chairperson |
| 2. | Dr. Ashok Choudhary, Scientist-B | Member |
| 3. | Dr. Kanchan Bala, Junior Hindi Officer | Member Secretary |
| 4. | Mr. Pankaj Sharma, Stenographer | Member |
| (T) Staff Welfare Committee : | | |
| 1. | Dr. S. S. Mohanty, Scientist-E & Welfare Officer | Chairperson |
| 2. | Dr. Suresh Yadav, Scientist-C | Member |
| 3. | Dr. Janesh Kumar Gautam, Scientist-B | Member |
| 4. | Shri Rang Lal Meena, TO-B | Member |
| 5. | Shri Mukesh Panwar, UDC | Member Secretary |
| (U) Compassionate Application Review Committee : | | |
| 1. | Dr. P. K. Anand, Scientist-E | Chairperson |
| 2. | Dr. Vishal Singh, Scientist-B | Member |
| 3. | Dr. Janesh Kumar Gautam, Scientist-B | Member |
| 4. | Shri Sunil Bishnoi, Assistant | Member Secretary |
| (V) Mosquito Committee: <i>(Work : To monitor the breeding points for mosquito larva on regular intervals)</i> | | |
| 1. | Dr. S. S. Mohanty, Scientist-E | Chairperson |
| 2. | Dr. Anil Purohit, TO-C | Member |
| 3. | Shri Joginder Singh, SO (Admin.) | Member |
| 4. | Dr. Rajnish Gupta, Technical Assistant | Member Secretary |


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| (W) AMC / CAMC Committee: | | |
|--|---|------------------|
| 1. | Dr. S. S. Mohanty, Scientist-E | Chairperson |
| 2. | Dr. Ramesh Kumar Huda, Scientist-C (IT) | Member |
| 3. | Shri Manoharlal Meena, ACO | Member |
| 4. | Administrative Officer / AO In-Charge | Member |
| 5. | Shri Joginder Singh, SO (Admin.) | Member Secretary |
| (X) Women Welfare Committee : | | |
| 1. | Dr. Mukti Khetan, Scientist-C | Chairperson |
| 2. | Dr. Ramesh Kumar Sangwan, Scientist-B | Member |
| 3. | Dr. Kanchan Bala, JHO | Member Secretary |
| 4. | Smt. Sua Devi, MTS | Member |
| (Y) Biomedical Waste Management Committee : | | |
| 1. | Dr. S. S. Mohanty, Scientist-E | Chairperson |
| 2. | Dr. Suresh Yadav, Scientist-C | Member |
| 3. | Dr. Rajnish Gupta, TA | Member |
| 4. | Mr. Manoj Sinwar, UDC | Member Secretary |


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Laboratory In-Charges :

In view of the present felt needs and to implement the required administrative procedures, it has been decided by the undersigned that the following scientific and technical staff of the Institute will work in the laboratories as shown hereunder. The In-Charge Scientists of respective laboratories will bear all the responsibilities of the laboratories, its assets, equipments and other inventories etc. and will also act as the Reporting Officer of the staff attached to their laboratory:

| S. No | Laboratory | In-charge | Attached Officers | Technical Staff |
|-------|---------------|--------------------------|---|--|
| 1. | Epidemiology | Dr. P. K. Anand, Sci-E | Dr. Hisham Moosan, Sci-E Dr. Mukti Khetan, Sci-C Dr. Ashok Choudhary, Sci-B | Mr. Pankaj Kumar, TO (Addl. Charge) Mr. Trilok Kumar, Tech-II (Addl. charge) |
| 2. | IT & GIS | Dr. R. K. Huda, Sci-C | Dr. Mukti Khetan, Sci-C Dr. Mahendra J.Thakor, Sci-B | Mr. Pankaj Kumar, TO (Primarily) |
| 3. | Environmental | Dr. Suresh Yadav, Sci-C | Dr. Mahendra J.Thakor, Sci-B Dr. Vishal Singh, Sci-B | Dr. Rajnish Gupta, TA (Addl. Charge) Mr. Rajkumar, MTS (T) |
| 4. | Biochemistry | Dr. Vishal Singh, Sci-B | Dr. Suresh Yadav, Sci-C Dr. J. K. Gautam, Sci-B | Mr. Rajkumar Kalundha, STO-III (Addl. Charge) Mr. Trilok Kumar, Tech-II (Primarily) |
| 5. | Sociology | Dr. R. K. Sangwan, Sci-B | Dr. Vishal Singh, Sci-B | Mr. Rajkumar Kalundha, STO-III (Primarily) Dr. Anil Purohit, STO-II (Primarily) |
| 6. | Microbiology | Dr. Suresh Yadav, Sci-C | Dr. J. K. Gautam, Sci-B | Dr. Rajnish Gupta, TA (Primarily) Mr. Bhanwar Manohar, Tech-II (MRHRU) Mr. Manmohan Meena, Lab. Asst. (Addl. Charge) |
| 7. | Virology | Dr. S. S. Mohanty, Sci-E | Dr. Mahendra J.Thakor, Sci-B | Mr. Rajneesh Kumar, TO-C Dr. Chetram Meena, TO-B (MRHRU) Mr. Raghunath Bist, Lab Asst. |
| 8. | Biotechnology | Dr. J. K. Gautam, Sci-B | Dr. S. S. Mohanty, Sci-E Dr. Vishal Singh, Sci-B | Dr. Anil Purohit, STO-II (Addl. Charge) Mr. Ranglal Meena, TO-B |

All the above concerned staff of various laboratories may be utilized by all the scientists with the consent of Laboratory In-charge & Director's approval. The technical staff who are currently working in the administration will continuously provide their services in the same department as well as work in their respective laboratories if needed. This will be reviewed periodically by the Competent Authority.


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Other Officers & In-Charges of the Institute:

| Sl.No. | Role | Officer Name & Designation |
|--------|---|---|
| 1. | Liaison Officer for SC/ST | Dr. P. K. Anand, Scientist-E |
| 2. | Liaison Officer for OBC | Dr. Hisham Moosan, Scientist-E |
| 3. | Liaison Officer for PwD | Dr. S. S. Mohanty, Scientist-E |
| 4. | Nodal Officer for Communication Unit at NIIRNCD, Jodhpur | Dr. S. S. Mohanty, Scientist-E |
| 5. | Research Integrity Officers (RIOs) of ICMR Network of NIIRNCD, Jodhpur | Dr. S. S. Mohanty, Scientist-E |
| 6. | Nodal Officer, MRHRU, Bhanpur Kalan | Dr. P. K. Anand, Scientist-E |
| 7. | Nodal Officers for e-office & e-governance | Dr. Ramesh Kumar Huda, Scientist-C Mr. Pankaj Kumar, TO-B |
| 8. | <ul style="list-style-type: none"> ➤ Chief Information Security Officer (CISO) ➤ Public Relations (PR) Coordinators ➤ Nodal Officer Aadhaar based Attendance ➤ Security In-Charge ➤ Hindi Rajbhasha Officer ➤ Vigilance Officer | Dr. Ramesh Kumar Huda, Scientist-C |
| 9. | Guest House In-Charge | Dr. Ramesh Kumar Sangwan, Sci-B |
| 10. | Welfare Officer | Dr. S. S. Mohanty, Scientist-E |
| 11. | Academic Officer | Dr. Ashok Choudhary, Sci-B Dr. Janesh Kumar Gautam, Sci-B |
| 12. | Cultural & Sports Activities In-Charge | Dr. Mukti Khetan, Scientist-C Dr. Mahendra J. Thakor, Scientist-B Dr. Vishal Singh, Scientist-B |
| 13. | Library In-Charge | Dr. Mahendra J. Thakor, Scientist-B |
| 14. | Procurement & GeM In-charge | 1. Shri Rang Lal Meena, TO-B 2. Shri Sunil Bishnoi, Assistant |
| 15. | Transport Officer | 1. Dr. Anil Purohit, TO-C 2. Dr. Ramesh Kumar Sangwan, Sci-B 3. ACO / SO (Admin.) |
| 16. | Signatory for diesel / Petrol Requisition Slip | 1. Dr. Anil Purohit, TO-C 2. Dr. Ramesh Kumar Sangwan, Sci-B 3. Shri Joginder Singh, Section Officer (Admin.) |
| 17. | Drawing & Disbursing Officer | 1. Administrative Officer / AO In-Charge 2. Shri Joginder Singh, SO |


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In view of above all Committees Chairmen & Members kindly take a note of it for necessary compliance.

This order supersedes all the previous instructions on the subject.

This order shall come into force with immediate effect.

Hindi version shall follow.


(Dr. Arun Kumar Sharma)
Director

To

The above officers concerned *Take a note of above for necessary compliance*

Copy to

1. Administrative Officer
2. Accounts Officer
3. Section Officer (Admin)
4. Section Officer (Accounts)
5. PA to Director
6. IT Wing – *With a request to publish in NIHNCD website.*
7. Mrs. Kanchan Bala, JHO – *with a request to translate the above order in Hindi version.*