

आई सी एम आर - राष्ट्रीय मलेरिया अनुसंधान संस्थान  
सैक्टर-8, द्वारका, नई दिल्ली -110077

संख्या : प्रशा/ कार्यालय आदेश/ परिपत्र/ ए ओ/ 2021/487

दिनांक : 14.06.2021

कार्यालय आदेश/OFFICE ORDER

विषय : संस्थान की विभिन्न समितियों के पुनर्गठन के संदर्भ में।

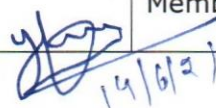
**Subject: Reconstitution of various Committees of NIMR - regarding**

In supersession of earlier orders dated 26.03.2021, the following committees have been constituted/re-constituted as under, with immediate effect:

1	<b>Technical Committee</b>	
	Prof. (Dr.) Sachin Kolte, Dept of Pathology, Safdarjung Hospital, New Delhi	Chairman
	Associate Professor (Dr.) Ranjith Kumar CT, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi .	Member
	Dr. Jyoti Das	Member
	Dr. Himmat Singh, Scientist D	Member
	Accounts Office, NIMR	Member
	Dr. Vineeta Singh, Scientist E & Head of Store	Member Secretary
2	<b>Institute Specification Committee</b>	
	Prof. (Dr.) Sachin Kolte Dept of Pathology, Safdarjung Hospital, New Delhi	Chairperson
	Associate Professor (Dr.) Ranjith kumar CT, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi	Member
	Dr Jyoti Das	Member
	Dr. Himmat Singh Scientist "D"	Member
	Accounts Officer, NIMR	Member
	Dr. Vineeta Singh, Scientist "E" & Head Of Stores/SO (Store)	Member Secretary
3	<b>Purchase Committee</b>	
	Dr. Himmat Singh, Scientist 'D'	Chairperson
	Dr. Akanksha Bisht, Scientist Gr-II, NIB, Noida	External Member
	Dr. Pooja Gupta, Assoc. Prof., AIIMS	External Member
	Dr. Shweta Pasi, Scientist B	Member
	Account Officer	Member
	SO (Stores)	Member
	Head of Stores	Member Secretary

  
14/6/21

4	<b>Repair/ Annual Maintenance Committee</b>	
	Dr. Vineeta Singh, Scientist 'E'	Chairperson
	Dr. Himmat Singh, Scientist 'D'	Member
	Dr. Rajnikant Dixit, Scientist 'D'	Member
	Accounts Officer	Member
	Sh. M. S. Gandhi, TO-C	Member
	SO (Store)	Member Secretary
5	<b>Transport Committee</b>	
	Dr. KC Pandey , Sci-E	Chairperson
	Head of Stores	Member
	Accounts Officer	Member
	Administrative Officer	Member
	Dr. C. P. Yadav, Scientist B	Member
	Transport Incharge	Member Secretary
6	<b>Institutional Research Integrity Committee</b>	
	Director	Chairperson
	Dr. Jyoti Das	Member (Research Integrity Officer, NIMR
	Dr. Kailash Pandey, Scientist E	Member
	Dr. Ram Das, Scientist C	Member
	Dr. Jaspreet Kaur Scientist 'B'	Member Secretary
7	<b>Tender Opening Committee (Institute Bids Opening Committee)</b>	
	Dr. Ram Das	Chairperson
	Dr. C.P Yadav, Scientist "B"	Member
	Mr. Ram Singh Tomar, Technical Officer "C"	Member
	Mr. G.L Puri, Section Officer (Accounts)	Member
	Mr. Ramesh Badhuri, Section Officer ( Store)	Member Secretary
8	<b>Biosafety Committee</b>	
	Dr. Kailash Pandey, Scientist F	Chairperson
	Dr. Himmat Singh, Scientist D	Member
	Dr. Prashant Kumar Mallick, Scientist C	Biosafety Officer
	Dr. Jaspreet Kaur, Scientist B	Member
	Dr. Vineeta Singh, Sci E	Member Secretary

  
14/6/21

9	<b>Official Language Implementation Committee</b>	
	Director	Chairperson
	Dr.Rajnikant Dixit, Scientist D	Member
	Dr. Shweta Pasi, Scientist B	Member
	Dr. Jaspreet Kaur, Scientist B	Member
	Dr. C. P. Yadav, Scientist B	Member
	Administrative Officer	Member
	Accounts Officer	Member
	Head of Stores	Member
	Transport in-charge	Member
	Asstt. Director (OL)	Member Secretary
10	<b>Internal Complaint Committee for Sexual Harassment</b> (In accordance with Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013)	
	Dr. Nitika, Scientist E	Chairperson
	Dr. Queen B. Saxena, Ex. DDG (Sr.), ICMR	External Member
	Dr. Shampa Nag, Director, Caritas India	External Member
	Dr. O. P. Singh, Scientist G	Member
	Administrative Officer	Member
	Mrs. Poonam Gupta, TO-B	Member Secretary
11	<b>Research &amp; Academic Cell &amp; Anti Ragging Committee</b>	
	Dr. Amit Prakash Sharma, Director	Chairperson
	Dr. Kailash Pandey, Scientist E	Member
	Dr. Shweta Pasi, Scientist B	Member
	Dr. Prashant Kumar Mallick, Scientist C	Member Secretary
12	<b>Library Committee</b>	
	Dr. O.P. Singh, Scientist G	Chairperson
	Dr. Jyoti Das, Scientist E	Member
	Dr. Jaspreet Kaur, Scientist B	Member
	Dr. Shweta Pasi, Scientist B	Member
	Mr. Rashid Perwez, ALIO	Member secretary

  
14/6/21


13	<b>Committee for implementation of e-office /e-governance/ Max. Governance Minimum Government &amp; related matters &amp; proper monitoring of progress of e-office implementation on monthly basis and suggest improvements</b>	
	Director	Chairperson
	Administrative Officer	Member
	Shri Sanjeev Gupta, TO C	Member
	Shri Rashid Pervej, ALIO	Member
	Shri R.K.Srivastava, Computer Programmer	Member
	Mrs. Rekha Saxena, Scientist F	Member Secretary & <b>Nodal Officer E GOV Cell</b>
14	<b>IT Savvy persons responsible for regular maintenance work in e-Office for systematic functioning of system at NIMR</b>	
	Shri Sanjeev Gupta, TO C	
	Shri R.K. Srivastava, Computer Programmer	
15	<b>Committee regarding cleanliness/ Hygiene &amp; Instruction reg. PM's Programme</b>	
	Director	Chairperson
	Dr. P K Mallick, Scientist C	Working Chairperson
	Smt Bina Srivastava, STO	Member
	Administrative Officer	Member
	Shri M.S. Gandhi, TO-C	Member
	Smt. Sangeeta Aroa, TO	Member
	Sh. Raj Kumar, Section Officer	Member
	Sh. Rashid Pervez,ALIO	Member
	Mrs. Vandana Kalia, SO	Member
	Shri R.S. Tomar, TO-C	Member Secretary
16	<b>Women Safety Committee</b>	
	Dr. Jyoti Das, Scientist E	Chairperson
	Mrs. Sunita Kharb, Accounts Officer	Member
	Mrs. Bina Srivastava, STO	Member
	Administrative Officer, NIMR	Member
	Dr Vandana Sharma, ADOL	Member Secretary

 14/6/21


17	<b>Condemnation Committee</b>	
	Dr. R.S. Jayasomu, Chief Scientist CSIR - NISCAIR	Chairperson
	Dr. Pooja Gupta, Associate Prof. AIIMS	External Member
	Dr. Ram Das, Scientist C	Member
	Shri M.S. Gandhi, T.O.C	Member
	Mr. R. S. Tomar, TO -C	Member
	Admn. Officer	Member
	Accounts Officer	Member
	Transport I/C	Co-opted member as and when transport matter
	Head of stores	Member Secretary
18	<b>Capital Works Monitoring Committee</b>	
	Dr O.P. Singh, Scientist G	Chairperson
	Dr. Shweta Pasi, Scientist B	Member
	Sh. M. M. Prasad, Former Consultant Engineer, ICPO	External Member
	Shri Rajender Kumar, SE- In charge (Civil ) DDA	External Member
	Shri P.K. Tripathy, Ex. Executive Engineer, CSIR	External Member
	Dr. Anupama Kumari, Scientist (Animal Facility) ILBS, Delhi	Special Invitee
	Sh. Yogesh Kumar, Administrative Officer	Member
	Mrs. Sunita Kharb, Accounts Officer	Member
	Shri M.S. Gandhi, T.O.C	Member Secretary
	Invitees - Representative of Executive Agency	
19	<b>Capital Works Advisory Committee</b>	
	Mr. K.K. Bhugra, Former Engineer-in-chief, Govt of Haryana	Chairperson
	Dr. R.J. Tirpure, Scientist -F, DIPAS Delhi	External Member
	Mr. Navneet Kumar, Addl. DG, CPWD, Retd. Architect	External Member
	Mr. M. M. Prasad, Former Consultant, Er. Electrical, ICPO	External Member
	Mr. Rajender Kumar, SE-In-Charge-Civil, DDA	External Member
	Mr. P.K. Tripathi, Executive Er. Mechanical, CSIR	External Member
	Dr. Amit Sharma, Director, NIMR	Member
	Dr. O.P. Singh, Sci-G	Member
	Dr. P.K Atul, Scientist F	Member
	Administrative Officer	Member
	Accounts Officer	Member
	Mr. Y.P.S Rawat, Sr. Technician - III	Member
	Mr. M.S.Gandhi, TO-C	Member Secretary

  
14/6/21


	(Mr. Dulal Shil, Assistant/Mr Rohit Yadav will assist the Committee)	
20	<b>IT/E-governance/E- Portal/Website Committee</b>	
	Dr. O.P Singh, Scientist G	Chaiperson
	Mrs. Rekha Saxena, Scientist F	Member & Nodal Officer Website & E Gov
	Dr. Vineeta Singh, Scientist E	Member
	Head of Store	Member
	Sh. Sanjeev Gupta, TO-C (For uploading information on website and for managing IT network)	Member
	Administratiave Officer	Member
	Sh. Rashid Pervez, ALIO	Member Secretary
21	<b>Internal Sub Committee to monitor ongoing Capital Construction Works</b>	
	Dr. P.K Atul, Scientist F	Chairperson
	Sh Pavan Kumar, PTO	Member
	Sh M.S Gandhi, EE (TO-C)	Member
	Sh Banarsi Das, Section Officer	Member
	Sh Ashok Kumar, Sr. Technician	Member
	Sh A. Sharda, TO-A	Member Secretary
<b>RESPONSIBLITES:-</b>		
<input type="checkbox"/>	<b>IDVC Project Co-ordinator</b>	Dr. Rajnikant Dixit, Scientist D
	<b>Appellate Authority</b>	Dr. Jyoti Das, Scientist E
	<b>Central Public Information Officer (CPIO)</b> (In her absence, Dr. Vandana, ADOL will work as CPIO)	Sh. Pavan Kumar, PTO
	<b>Transparency Officer</b>	Dr. Jyoti Das, Scientist E
	<b>Liaison Officer for SC/ST &amp; Persons with disability</b>	Dr. P.K Atul, Scientist, F
	<b>Liaison Officer for OBC</b>	Dr. Vineeta Singh, 'E'
	<b>Vigilance Officer</b>	Dr. Rajnikant Dixit, Scientist D
	<b>Head of Store</b>	Dr. Vineeta Singh, Scientist E
	<b>Drawing and Dissbursing Officer</b>	Sh. Yogesh Kumar, Administratiave Officer

 14/6/21

	<b>Nodal Officer Parlimentary Question</b>	Dr. Abhinav Singh, Scientist E
	<b>Nodal Communication Officer(MEDIA)</b>	Dr. Alex Eapen, Scientist E
	<b>Nodal Officer for communication with ICMR communication unit</b>	Dr. Alex Eapen, Scientist E
<input type="checkbox"/>	<b>GEM Primary user</b>	Dr. Vineeta Singh, Scientist E
	<b>Public Grievance Officer (CPGRAM)</b>	Dr. Jyoti Das, Scientist E
<input type="checkbox"/>	<b>Medical Claims</b>	
	Dr. Abhinav Sinha, Scientist E (In absence of Dr. Abhinav Sinha Dr Nitika, Scientist E will look after the medical claims)	
	Consultant(Admn) / SO (Bills)	
<input type="checkbox"/>	<b>Court Cases</b>	
	Admn. Officer	
	Consultant. Admn (IDVC)	
	SO(Admn.-I)	
	Shri Vanshi Dhar, M.T.S. (Tech.)	
<input type="checkbox"/>	<b>Transport Incharge</b>	
<input type="checkbox"/>	Shri Akhilesh Sharda (In his absence Dr. C. P. Yadav, Scienist B)	
<input type="checkbox"/>	<b>Guest House Incharge</b>	
	Dr. Prashant Kumar Mallick, Scientist C (In his absence Sh. Raju Paunikar, Section Officer)	
<input type="checkbox"/>	<b>Supervision of Computer and Peripheral Maintenance</b> Shri R.S.Tomar, TO C (In his absence, Shri R.K.Srivastava, Comp. Prog.)	
<input type="checkbox"/>	<b>Telephone/EPABX</b>	
	Shri R.S.Tomar, TOC	
	Shri Ashok Kumar, Sr. Technician 1	


  
14/6/21

<input type="checkbox"/>	<b>Fire safety &amp; Fire Security</b> (All related works including keeping updated whole fire-fighting system, maintaining all log books, repairing, time to time conducting Mock drill, prompt action in case of any fire related emergency, liaison with security staff in case of fire, keeping updated all fire extinguishers, maintenance of fire fighting maintenance log books, upkeep of all related equipments, renewal of fire safety licence as per Govt. rules and maintaining all records related with fire safety and fire security)	
	<b>Nodal Person</b>	Sh. M.S.Gandhi, TO-C
	Shri Ashok Kumar, Sr. Tech. 1 will report to Sh. M.S. Gandhi in all fire safety & security related works.	
<input type="checkbox"/>	<b>Water Supply &amp; Panels</b>	
	Shri Ashok Kumar, Sr. Tech. 1	
	Shri Y.P.S. Rawat, Sr.Technical 3 (In absence of Shri Ashok Kumar, Sr. Tech. 1 )	
<input type="checkbox"/>	<b>All Diesel Generators</b> (all activities related to all diesel generators including arranging diesel for DGs and maintenance stock in all DGs, proper maintenance of record of diesel consumption, processing and following up all admn. procedures related to above viz,. filling up requisition coupons, putting noting, preparation of letters, maintaining records log books intact, ensuring time to time service & repair of all DGs and maintenance & keeping all related records)	
	<b>Nodal Person</b>	Mr. Ashok Kumar, Sr. Technician 1
<input type="checkbox"/>	<b>Lift</b> (Including time to time servicing and maintenance of all lifts, maintaining all the relevant record intact, day to day checking the function of all lifts, maintaining log book of servicing of the lifts and all related works)	
	<b>Nodal Person</b>	Shri Ashok Kumar, Sr. Technician 1 (Engineering support)
<input type="checkbox"/>	<b>Nodal Person/Officer - Roof Top Solar P.V. Project</b>	Shri Ashok Kumar, Sr. Tech. 1
	EE (TO-C) in absence of Shri Ashok Kumar, Sr. Tech. 1)	
<input type="checkbox"/>	<b>Housekeeping Work Attendance monitoring, supervision &amp; overall monitoring</b>	Sh. Banarasi Das, SO-II
	In his absence Sh. Raju Paunikar, Section Officer	



14/6/21

	<b>Housekeeping work -Floor wise supervisors</b>	
	<b>Ground floor</b>	Shri Rashid Pervez, ALIO
		Mrs. Kamini Gadhok
	<b>First Floor</b>	Shri Raju Paunikar, Section Officer
		Smt. Urwashi Kalia, Assistant
	<b>Second floor</b>	Shri Ashok Kumar, Sr. Tech. 1
		Smt. Vaishali Verma, TO B
	<b>Third Floor</b>	Shri Sanjeev Kumar Gupta,TO-C
		Smt. Lalita Gupta, TO-B
<input type="checkbox"/>	<b>Nodal Officer - - for implementation of measures of Mosquito breeding control in NIMR</b>	Dr. Gaurav Kumar, TO
<input type="checkbox"/>	<b>Nodal Officer - New Pension Scheme</b>	
	Mrs. Vandana Kalia. SO-I	
	Sh. R.K. Srivastava, Computer Programmer (In absence of Mrs. Vandana Kalia. SO-I)	
	Mrs. Nidhi Gupta, LDC will assist SO-I	
<input type="checkbox"/>	<b>Security Watch &amp; Ward and allied Services attendance overall monitoring, supervision of staff&amp; verification of attendance etc.</b>	Smt Bina Srivastava, STO
	Sh. M.S. Gandhi, TO C (In absence of Mrs. Bina, STO )	
	<b>CCTV Survilence</b>	
	Mr Sanjeev Gupta , TO & Sh RK Shrivastava Computer Programmer	
	<b>Nodal Officer for uploading all types of administrative, probity, Vigilance &amp; other information on ICMR Portal within stipulated time.</b>	Mrs. Vandana Kalia. SO-I
	(In her absence, Mr. Banarasi Das, Section Officer will look after the work) Mrs. Nidhi Gupta, LDC, will assist SO-I	
	<b>Nodal Officer - Biometric Attendance</b>	Mrs. Rekha Saxena, Scientist F
	Shri R.K. Srivastava, Computer Programmer will assist	
	<b>Nodal Officer E-Auction (MSTC)</b>	Sh. Rajveer Singh, Section Officer
	(in the absence, Sh. Ramesh Budhori, SectionOfficer)	

  
14/6/21

□	<b>Cheque Signatories</b>	
	<b>First Signatory</b> <ol style="list-style-type: none"> <li>1. Mrs. Sunita Kharb, ACO</li> <li>2. Shri Pawan Kumar, P.T.O.</li> <li>3. Dr. Vineeta Singh, Scientist E</li> </ol> <b>Second Signatory</b> <ol style="list-style-type: none"> <li>1. Mr. M.S. Gandhi, Tech. Officer C</li> <li>2. Mrs. Vaishali Verma, Tech. Officer B</li> <li>3. Ms. Poonam Gupta, Tech. Officer B</li> </ol>	
	<b>Digital Payment Singatories</b>	
	<b>First Signatory</b> <ol style="list-style-type: none"> <li>1. Ms. Sunita Kharb, ACO</li> <li>2. Mr. K.C. Pandey, Scientist E</li> <li>3. Dr. Vineeta Singh, Scientist E</li> </ol> <b>Second Singatory</b> <ol style="list-style-type: none"> <li>1. Dr. Mradul Mohan, Scientist B</li> <li>2. Dr. Shweta Pasi, Scientist B</li> <li>3. Ms. Poonam Gupta, TO-B</li> </ol>	

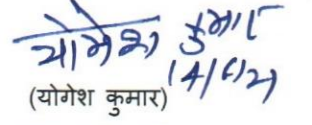
S.No	NAME OF FACILITY	Scientists / Officers attached
1	Animal Facility	Dr. Vineeta Singh, Scientist E Dr. Jyoti Das, Scientist E Dr. Ram Das, Scientist C
2	NIMR Clinic	Dr. Nitika, Scientist E
3	Parasite Bank	Dr. Vineeta Singh, Scientist E Dr. Ram Das, Scientist C Mrs. Sangeeta Arora, TO A Mr. A.P. Semwal, LT Mr. Satish Chauhan, LT Mr. H.K. Yadav, Boiler Operator Mr. V.S. Yadav
4	Central Insectary Facility	Dr. Rajnikant Dixit, Scientist D (Primary in-charge) Dr. Jaspreet Kaur, Scientist B (Secondary in-charge) Dr. Shweta Pasi, Scientist B (For Technical-cum-administrative support)
5	Central Instrumentation Facility	Sh. R.S. Tomar, TO C
6	Publication & Library	Dr. Shweta Pasi, Scientist B
7	Documentation	Dr. Jyoti Das, Scientist E

  
14/6/21

8	Sequencing Facility (R.No. 328)	Dr. Himmat Singh Pawar
---	------------------------------------	------------------------

सभी संबंधित अध्यक्ष/सदस्य सचिवों से अनुरोध है कि वे समिति को सौंपने का कार्य पूरा करें और आवश्यक कार्रवाई और समिति के सुचारु कामकाज के लिए संबंधित नियमों/विनियमों को देखें।

यह सक्षम अधिकारी के अनुमोदन से जारी किया गया है।

  
(योगेश कुमार)

प्रशासन अधिकारी

कृते निदेशक

सभी संबन्धित अधिकारी/कर्मचारी

ईमेल द्वारा - सूचनार्थ।

प्रतिलिपि

1. निदेशक कार्यालय, रा म अनु संस्थान
2. सभी वैज्ञानिक/अधिकारी, क्षेत्रीय इकाइयों के प्रभारी अधिकारी
3. लेखा अधिकारी/भंडार प्रमुख
4. अनुभाग अधिकारी (प्रशा - 1/भंडार/लेखा/भर्ती/बिल/गोपनीय प्रकोष्ठ/पेंशन)
5. हिन्दी/प्रकाशन/बिल/लेखा/पेंशन/भर्ती/आरटीआई /ई-गवर्नेंस प्रकोष्ठ/वैबसाइट
6. सभी सूचना पटल/संबन्धित फ़ाइल