



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(Indian Council of Agricultural Research)

BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

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F. No. 13(11)/2017-18/ 1008

Dated:- 20-7-2017

**OFFICE ORDER**

In supersession of all previous orders in this regard, Director, ICAR-CRIJAF is pleased to reconstitute the following Committees / Cells and also to nominate following In-charges / Coordinators / Nodal Officers with effect from the date of issue of this office order. In absence of the Chairman, Co-Chairman will act as Chairman of the Committee and in absence of In-charge of Cell, the next officer will act as In-charge of the Cell as and when required.

**1. Senior Officer's Committee**

- Chairman – Director  
Members - All HODs, Network Coordinator (AINP on JAF), All In-charge Headquarter of Centres, I/c KVK Burdwan, In-charge Agril. Extn., I/c KVK North 24 Parganas, I/c, Security, I/c Legal Cell, Farm Manager, I/c Women's Cell, I/c AKMU, I/c Library, CAO, FAO, AAOs  
Member-Secretary - Dr. Surja Kumar Sarkar, I/c PME

**2. Institute Technology Management Committee (ITMC)**

- Chairman – Director  
Members - Dr. S. Satpathy, Dr. D. K. Kundu, Dr. A. K. Ghorai, Dr. B. Majumdar, Dr. M. S. Behera, Dr. R. K. Naik, Dr. Ganesh Chandra, Scientist CIFRI, Barrackpore (External Member)  
Member-Secretary - Dr. Surja Kr. Sarkar

**3. Prioritization, Monitoring and Evaluation (PME) Cell**

- Incharge – Dr. Surja Kumar Sarkar  
Members - Dr. B. Majumdar, Dr. Ritesh Saha, Dr. Subhajit Datta, Sri Nilanjan Paul

**4. Revenue Generation Committee**

- Incharge – Dr. D. K. Kundu  
Members - Dr. Amit Bera, Dr. Mukesh Kumar, CAO, FAO  
Member Secretary - I/c Seed

*Surja Kumar Sarkar*  
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## 5. Works Committee

- Chairman – Dr. Sabyasachi Mitra  
Co-Chairman – Dr. R. K. Naik  
Members - Dr. Ritesh Saha, Dr. Amit Bera, FAO, CAO  
Member-Secretary - AAO (Admn.-II)

## 6. HRD Committee

- Chairman – Dr. Jiban Mitra  
Co-Chairman – Dr. Chinmay Biswas  
Member - Dr. Subhojit Datta, CAO  
Member-Secretary - Dr. P. Satya

## 7. Farm Management Committee

- Chairman – Dr. D. K. Kundu  
Co-Chairman – Dr. A. K. Ghorai  
Members - Dr. M. S. Behera, Dr. R. K. Naik, Dr. Mukesh Kumar, Farm Manager  
Member-Secretary - Dr. Amit Bera

## 8. Purchase Advisory Committee

- Chairman – Dr. D. K. Kundu  
Co-Chairman – Dr. Kunal Mandal  
Members - Dr. P. Satya, Dr. Ritesh Saha, FAO, CAO  
Co-Opted Member - Indenting Officer  
Member-Secretary - AAO (P&S)

## 9. Technical Advisory Committee

- Chairman – Dr. Surja Kumar Sarkar  
Members - Dr. Subhojit Datta, Dr. A. K. Singh  
Co-Opted Member - Indenting Officer  
Member-Secretary - AAO (P) / AAO (S)

## 10. Local Purchase Committee

- Chairman – Dr. A. K. Singh  
Co-Chairman – Dr. R. K. Naik  
Member - FAO/his representative  
Co-Opted Member - Indenting Officer  
Member-Secretary - AAO (P) / AAO (S)

## 11. Tender Opening Committee

- Chairman – Dr. Ritesh Saha  
Co-Chairman – Dr. Dipnarayan Saha  
Members - Dr. D. Barman, Dr. R.T. Maruthi  
Member-Secretary - AAO (P) / AAO (S)

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20/7/17

## **12. Price Fixation Committee**

- Chairman – Dr. A. K. Ghorai  
Co-Chairman – Dr. C. S. Kar  
Members - Dr. Amit Bera, Dr. A. Anil Kumar , FAO, CAO  
Member-Secretary - AAO (S)

## **13. Institute Bio-Safety Committee**

- Chairman – Director  
DBT Nominee – Dr. Dilip Kumar De, Professor & Associate Dean, Division of Genetics & Plant Breeding, BCKV, Mohanpur, Nadia  
Members - Dr. S. Satpathy, Dr. D. Sarkar, Dr. A. B. Mandal, Dr. Bijay Kumar Chanda (Medical Officer , ICAR-CRIJAF & Bio-Safety Officer), Dr. B. P. Mohanty, Pr. Scientist & HOD, ICAR-CIFRI, Kolkata (Outside Expert)  
Member-Secretary - Dr. Subhojit Datta

## **14. Germplasm Identification Committee**

- Chairman – Dr. Jiban Mitra  
Members - Dr. Kunal Mandal, Dr. B. S. Gotyal, Dr. C. S. Kar  
Member-Secretary - Dr. A. Bera

## **15. Library Management Committee**

- Chairman – Dr. Mukesh Kumar  
Co-Chairman – Dr. Pratik Satya  
Members - Dr. S. K. Pandey, Dr. Sonali Paul Mazumdar  
Member-Secretary - Sri Kamal Kumar Banik

## **16. Information Technology Advisory Committee**

- Chairman – Dr. C. S. Kar  
Co-Chairman – Dr. Sitangshu Sarkar,  
Members - Dr. A. K. Singh, Dr. Ashim Kumar Chakraborty, Dr. D. Barman  
Member Secretary - Sri Nilanjan Paul

## **17. Estate & Maintenance Cell**

- Incharge – Dr. R. K. Naik  
Members – Sri Sudhir Sarkar, Sri Saurav Biswas, Sri Kalyan Broto Roy, Sri Avijit Dutta , AAO(I)

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### **18. Legal Cell**

- Nodal Officer – Dr. M. S. Behera  
Members – Head of Office, AAO (Admn – I), AAO(Admn – II)  
Member-Secretary - Chandan Kr Verma

### **19. Resource Generation Committee**

- Chairman – Dr. B. Majumdar  
Co-Chairman – Dr. Surja Kr. Sarkar  
Members - Dr. C. S. Kar, Dr. Mukesh Kumar, Sri R. R. Debnath  
Member-Secretary - Dr. Amit Bera

### **20. Press and Publication Committee**

- Chairman – Dr. S. Satpathy  
Co-Chairman – Dr. Rajib Kumar De  
Members - Dr. A. K. Singh, Dr. Pratik Satya, Dr. Shamna A.  
Co-Opted Members - Indenting Officer  
Member-Secretary - AAO (P&S)

### **21. Quarters Allotment Committee**

- Chairman – Dr. A. R. Saha  
Co-Chairman – Dr. Sitangshu Sarkar  
Members - Dr. R. K. Naik, AAO (Admn.-I), CAO  
Member-Secretary - Sri Manoj Kumar Roy

### **22. Security Management Committee**

- Chairman – Dr. B. S. Gotyal  
Co-Chairman – Dr. R. K. Naik  
Members - Dr. V. Ramesh Babu, Sri Vinay Kumar Singh  
Member-Secretary - Sri Sudhir Sarkar

### **23. Sports Committee**

- Chairman – Dr. Mukesh Kumar  
Co-Chairman – Dr. M. Ramesh Naik  
Members - Sri Chandan Kumar Verma, Sri Ratna Bahadur Thapa  
Member-Secretary - Sri Vinay Kumar Singh

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20/7/17

#### **24. Rajbhasha Implementation Committee**

- Chairman – Dr. S.K. Pandey  
Co-Chairman – Dr. Bijan Majumdar  
Members - Dr. S. K. Jha, Dr. A. K. Singh, Sri Chandan Kumar Verma  
Member-Secretary - Sri Manoj Kr. Roy

#### **25. Swachh Bharat Abhijan Committee**

- Chairman – Dr. S. Satpathy  
Co-Chairman – Dr. R. K. Naik  
Members - Sri Saurav Biswas, Sri Kalyan Broto Roy, Sri Avijit Dutta, Sri Dilip Kumar Patra, Sri Dulal Chandra Dey

#### **26. Women Complaint Committee (WCC)**

- Chairperson – Dr. Shamna A.  
Co-Chairperson – Dr. Sonali Paul Mazumdar  
Members - Dr. Kanti Meena, Mrs. Neena Mandal, Smt. Laxmi Bansfore  
Member Secretary - Miss Sohini Bhattacharya

#### **27. Grievance Cell**

- Convenor – Head of Office  
Co-Convenor – FAO  
Members - AAO (Admn.I), Sri Subrata Kumar Pal, Sri Dilip Kumar Patra  
Member Secretary - Miss Sohini Bhattacharya

#### **28. Scientist Incharges of Sections and other Units**

- a) Agril. Knowledge Management Unit (AKMU) – Dr. C. S. Kar  
b) Agril. Meteorology Unit - Dr. D. Barman  
c) TSP - Dr. S. K. Jha  
d) NFSM - Dr. C. S. Kar

#### **29. Nodal Officer of Activities**

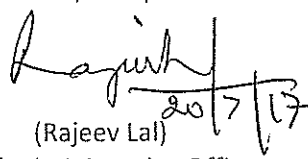
- a) Seed - Dr. C. S. Kar  
b) DUS – Dr. Amit Bera  
c) RFD, ISO & AEBAS - Dr. Bijan Majumdar  
d) HYPM - Dr. Surja Kumar Sarkar  
e) Performance Indicator - Dr. Kunal Mandal  
f) FMS-MIS & KRISHI Portal – Dr. Ashim Kumar Chakraborty  
g) HRD - Dr. P. Satya  
h) PERMISNET, PIMS-ICAR - Mr. Nilanjan Paul

*Signature*  
20/7/17

### 30. Headquarter Incharges of Research Stations / KVK

- |   |   |                      |
|---|---|----------------------|
| a) Central Seed Res. Station for Jute and Allied Fibres, BudBud | - | Dr. Jiban Mitra      |
| b) Ramie Research Station, Assam                                | - | Dr. Sitangshu Sarkar |
| c) Sisal Research Station, Odisha                               | - | Dr. D. K. Kundu      |
| d) Sunhemp Research Station, UP                                 | - | Dr. Sabyasachi Mitra |
| e) Krishi Vigyan Kendra, BudBud                                 | - | Dr. S. Satpathy      |

All the aforementioned Chairman/ In-charge / members are requested to kindly dispose their respective assignments following codal formalities keeping in view promptness and precision in various aspects of the Institute. The Committee may consult the CAO/FAO in case of clarification, if required.

  
(Rajeev Lal) 20/7/17  
Chief Administrative Officer

#### Distribution:-

1. For circulation to all the above
2. All HODs/ Sections/ Units
3. All SIC, Substations
4. I/c, KVK, BudBud
5. I/c, KVK, North 24 Parganas
6. PS to Director, ICAR-CRIJAF