



ICAR-Central Agroforestry Research Institute Jhansi :: Uttar Pradesh

F.No. Director/Committees/2020/1

Dated 1st April, 2024

CIRCULAR

This is to notify the Program Leaders and the Team, Units/Sectional Charges and other Committees that would be operationalized to meet the mandated activities of the Institute. This is coming to force with immediate effect and in suppression of any other issued earlier in this regard.

Program #	Name of the Program	Group Nominations as per existing cadre strength
1	Agroforestry System Research (ASR)	Core Scientists Dr. Badre Alam (PL) Dr. Naresh Kumar (AL) Dr. Sukumar Taria Dr. Ashok Yadav Dr. Asha Ram Associate Scientists Dr. Rajendra Prasad Dr. A.K. Handa Mr. Suresh Ramanan S Technical/Admin Staff Shri Shishu Pal Singh Shri A.K. Pandey Shri Tridev Chaturvedi
2	Tree Improvement Research (TIR)	Core Scientists Dr. A.K. Handa (PL) Dr. K. Rajarajan (AL) Dr. H. Anuragi Dr. Ashajyothi, M. Dr. Alka Bharti Associate Scientists Dr. Ashok Yadav Dr. Venkatesh Y.N. Technical/Admin Staff Mr. Pradhyumman Singh Shri Rajesh Kumar Singh Shri Deepak Vij
3	Carbon & Climate Change Research (CCCR)	Core Scientists Dr. Rajendra Prasad (PL) Dr. Asha Ram (AL) Dr. Sovan Debnath Mr. Suresh Ramanan S Associate Scientists Dr. Badre Alam Dr. Sushil Kumar Dr. Ashajyoti M Technical/Admin Staff Mr. A Gaur Mr. Ram Bahadur

4	Agricultural Research (AER)	Extension	Core Scientists Dr. R.P. Dwivedi (PL) Dr. Sushil Kumar (AL) Dr. Priyanka Singh Dr. Venkatesh Y.N. Dr. Bijoy Chanda Associate Scientists Dr. Sovan Debnath Dr. S. Taria Technical/Admin Staff Shri Rajesh Srivastava Shri Om Prakash
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Note:

- PL – Program Leader; AL – Associate Leader; Associate Leaders have been appointed as Link Officers for seamless flow of work in the absence of the Nodal Officers
- Program leaders would align & design research activities in accordance with institute mandate/national & global priorities
- The Technical and Administrative Staff attached to the Programs must also provide note of information to the sectional Heads for all administrative matters.

*The Administrative Control of the Program Leaders and PME Incharge will rest with Director; For others, it will be with respective Program Leaders; However, for Mr. Suresh Ramanan and Dr. Sovan Debnath would report to PL (CCCR), Dr. Asha Ram & Dr. Ashok Yadav to PL (ASR) and Dr. Sushil Kumar to PL (AER); Dr. Ashajyoti M to PL (TIR)

In addition, the following units will be operational with immediate effect.

Unit #	Name of the Unit	Nodal Officer (NO)/Attached Officer (AO)
1	Coordination Unit, AICRP on Agroforestry	Dr. A.K. Handa (NO) Dr. Suresh Ramanan S (AO) Shri R.K. Singh Dr. A.K. Pandey
2	PME, HRM/HRD and inter-institutional cooperation at national and international level	Dr. A.K. Handa (NO) Dr. Naresh Kumar (AO) Dr. Ashok Yadav Shri R.K. Singh Dr. A.K. Pandey
3	ITMU & ABIC	Mr. Suresh Ramanan S (NO) Dr. Bijoy Chanda (AO) Dr. Pradyuman Singh Senior Research Fellow-IPR (T)
4	SC-SP & CCBSC	Dr. R.P. Dwivedi (NO) Dr. K. Rajarajan (AO) Dr. Pradyuman Singh
5	ATIC & Media Unit including Meeting Facilities	Dr. R.P. Dwivedi (NO) Dr. Asha Ram (AO) Shri Rajesh Kumar Srivastava PS to Director
6	Higher Education, Library, AKMU, Rajbhasha, ICT Unit	Dr. Naresh Kumar (NO) Dr. H. Anuragi (AO) Mr. Suresh Ramanan S. Mrs. Shelja Tamrakar
7	Yoga Room and First Aid Room	OIC (Estate) – NO OIC (Security) – AO PS to Director
8	Museum	Dr. A.K. Handa Dr. Ashok Yadav Mr. Suresh Ramanan S PS to Director

Note: Attached Officers (AO) nominated as Link Officers for workflow in the absence of the Nodal Officers (NO)

Additionally, the following Lab-Incharges have been nominated.

Lab #	Name of the Lab	Lab Incharges
1	Agroforestry	Dr. Naresh Kumar/Mr. Suresh Ramanan S
2	Agronomy	Dr. Asha Ram/Dr. Sushil Kumar
3	Horticulture	Dr. Ashok Yadav/ Mr. Suresh Ramanan S
4	Soil Science	Dr. Rajendra Prasad/ Dr. Sovan Debnath
5	Tree Improvement	Dr. K. Rajarajan/Dr. H. Anuragi
6	Tissue Culture Lab	Dr. H. Anuragi/Dr. K. Rajarajan
7	Tree Physiology	Dr. Badre Alam/Dr. S. Taria
8	Plant Protection	Dr. Ashajyothi, M./Dr. Venkatesh, Y.N.
9	RS & GIS including Central Computing Facility	Dr. A.K. Handa/Mr. Suresh Ramanan S
10	Model Nursery	Dr. Naresh Kumar/Mr. Suresh Ramanan S./ Dr. Ashok Yadav/Dr. Ashajyothi, M.

The following officers have also been nominated for various other activities of the Institute.

S.No.	Nature of Work	Nodal Officer
1	CVO	Dr. A.K. Handa
2	RTI/CPIO (Admin)/CPGRAMS	Administrative Officer/AAO (Store & Purchase)
3	RTI/CPIO (Research)	Dr. Naresh Kumar
4	Institute Spokesperson	Dr. R.P. Dwivedi
5	Legal Cell	Administrative Officer/AAO (Store & Purchase)
6	Transparency Officer	Dr. A.K. Handa
7	e-HRMS and SPARROW (APAR for Scientists, Technical & Administrative Staff)	Shri Mahendra Kumar
8	#Capsule Course on Agroforestry	Mr. Suresh Ramanan S

#ToR: To organize the admission, registration, academic schedule, classroom schedule, organizing teachers, examination, and declaration of results.

The following Committees along with Terms of References (ToR) have been put in place to enable different spheres of Institute activities (Chairperson shall co-opt Intender or any other member as per requirements)

- Estate and Campus Development Committee (ToR: All matters related to area mapping, developmental works in campus, boundary management, security, security personnel monitoring and sports; Implementation of Swachh Bharat Abhiyaan, Guest House-cum-Canteen Management and allied activities)
 1. Dr. A.K. Handa - Chairman
 2. Dr. R.P. Dwivedi - Member
 3. Dr. K. Rajarajan - Member
 4. AO – Member
 5. FAO – Member
 6. Shri Ram Bahadur – Member
 7. OIC (Stores) - Member
 8. OIC (Security) - Member
 9. OIC (Training Hostel & Canteen) - Member
 10. OIC (Estate & Campus Development) – Member Secretary
- Farm Management Committee (ToR: All matters related to farm demarcation and farm development; water sources and rainwater harvesting structures; soil and water conservation structures; maintenance of farm implements, machines, mist chamber, net houses and glass house; nursery; produce storage godown and processing units; mechanic workshop, germplasm collection and conservation; composting unit; makhana unit; animal management; farm produce disposal, auction/sale, etc.)
 1. Dr. Naresh Kumar - Chairman
 2. Dr. Ashok Yadav - Member
 3. Mr. Suresh Ramanan S – Member
 4. Shri Shishu Pal Singh – Member
 5. AO – Member

6. FAO – Member
 7. OIC (Vehicle) - Member
 8. OIC (Farm) - Member
 9. Shri Pradyumman Singh – Member Secretary
- Purchase Committee (ToR: All purchase related matters including Local Purchases, Evaluation of Technical and Financial Bids, and allied activities)
 1. Dr. R.P. Dwivedi - Chairman
 2. Dr. Asha Ram – Member
 3. Dr. K. Rajarajan, Member
 4. Shri Pradhymman Singh
 5. AO - Member
 6. FAO – Member
 7. OIC (Estate & Campus Development) - Member
 8. OIC (Stores) – Member Secretary
 - Publicity & Media Management Committee (ToR: Implementation of Brand ICAR, Web site, Social media, Souvenirs, Agroforestry News, Documentary films, Institute Film, Media Interface, Exhibition, Stalls, Farmer Interface, etc.)
 1. Dr. R.P. Dwivedi – Chairman & Convener
 2. Dr. K. Rajarajan - Member
 3. Dr. Asha Ram - Member
 4. Dr. Ashok Yadav - Member
 5. Dr. S. Taria - Member
 6. AO - Member
 7. FAO - Member
 - Official Language Implementation Committee to regularly reviews the progress made in the use of Hindi in the directorate on quarterly basis. It gives appropriate suggestions and recommends measures to be taken for the effective implementation of the official language policy.
 1. Dr. R.P. Dwivedi - Chairman
 2. Dr. Naresh Kumar - Member
 3. Dr. S. Taria - Member
 4. AO - Member
 5. Dr. Shelja Tamrakar – OIC, Raibhasa & Member Secretary
 - IPR & Technical Management Committee (ToR: All IPR matters, Research Ethics, Technology Development, Technology Commercialization, Incubation and Business Planning and all Institute Publications including Annual Report)
 1. Incharge, ITMU – Chairman & Convener
 2. Dr. Naresh Kumar - Member
 3. Dr. K. Rajarajan - Member
 4. Dr. Ashok Yadav - Member
 5. Dr. Priyanka Singh - Member
 6. Dr. Bijoy Chanda - Member
 7. Dr. A.K. Pandey – Member
 8. AO/FAO and the Intender, as Special Invitees
 - Services Committee to vet the list/value of services provided by the Institute to stakeholders - common public, Individuals, Institutions, FPOs, Companies and allied clusters.
 1. Dr. Rajendra Prasad – Chairman & Convener
 2. All Program Leaders
 3. AO
 4. FAO
 5. Chairmen, FMC/Higher Education/Library
 6. OIC (Farm)
 7. Incharge, ITMU
 8. Dr. K. Rajarajan
 9. Dr. Priyanka Singh
 10. Dr. Bijoy Chanda
 - Project Monitoring Committee to consider the fresh proposals for forwarding to funding agencies and their periodical progress monitoring.
 1. Director, ICAR-CAFRI
 2. Program Leaders - Members

3. Two Experts - Members
 4. Incharge, PME – Member Secretary
- Institute Deputation Committee to consider the foreign deputation, study leave and short-time assignments outside the institute.
 1. Incharge, PME - Chairman
 2. Incharge, ITMU - Member
 3. FAO - Member
 4. AO - Member Secretary
 - House Allotment Committee to consider applications upon vacancy in quarters in the Institute residential area and recommend suitable quarters.
 1. PL, CCCR - Chairman
 2. FAO - Member
 3. AO - Member
 4. OIC (Estate) - Member Secretary
 - Internal Complaints Committee (ToR: All matters relating to grievances of women employees of the Institute)
 1. Dr. Nishi Rai, Head i/c, KVK, Jhansi – Chairperson
 2. Ms. Niti Shastri – External Member
 3. Dr. Priyanka Singh - Member
 4. Mrs. Shelja Tamrakar - Member
 5. Mrs. Kaushalya Devi - Member
 6. AO or HO – Member Secretary
 - Committee to oversee the grievance redressal of physically disabled employees of the Institute under provisions of the Act and Rules.
 1. AO – Chairperson & Convener
 2. FAO - Member
 3. Dr. K. Rajarajan - Member
 4. Mrs. Shelja Tamrakar - Member
 5. Dr. V. David Chella Bhaskar, RLBCAU - Member

@In the absence of AO, HO (Head of Office) shall be nominated for all purposes

@@The Chairmen of the committees shall invite or co-opt members as per requirements

Further, to oversee day-to-day and facilitate exigent works, the following Officer In-Charges (OICs) have been nominated. With the revised cadre strength in place, the following office work allocation is hereby approved with immediate effect in addition to regular services nominating the link officers for seamless functioning of the Institute workflow:

S.No	Name of the Person/Designation	Section to handle	Link Officer 1	Link Officer 2
1	Shri Pawan Kumar Pandey	FAO	Shri Birendra Singh	Shri R.K. Singh
2	Shri Ajay Gaur	DDO	Dr. Pradyumman Singh	Dr. Ajay Pandey
3	Shri Mahendra Kumar, AAO	Establishment	Shri Deepak Vij	Shri J J Singh
4	Dr Sushil Kumar, OIC (Farm)	Farm Section	Dr Ashok Yadav	Dr Asha Ram
5	Dr. Shri Rajesh Srivastava, OIC (Vehicle)	Vehicle Section	Shri Om Prakash	Smt. Shelja Tamrakar
6	Sh. Gautam Saxena, OIC (Estate& Campus)	Estate & Campus Section	Shri Ram Bahadur	Dr Ajay Pandey
7	Sh. Birendra Singh, OIC (Security)	Campus Security	Dr. A.K. Pandey	Sh. R.K. Singh
8	Sh. Gautam Saxena, OIC (Training Hostel/Canteen)	Training Hostel/Canteen	Dr. A.K. Pandey	Dr. Pradyumman Singh
9	Dr. H. Anuragi, OIC (AKMU)/HRM	AKMU	Shri Suresh Ramanan S	Dr. Sovan Debnath
10	Dr. Shelja Tamrakar, OIC (Rajbhasha)	Rajbhasha	Sh. Rajesh Srivastava	Shri Mahender Kumar

11	Dr. Naresh Kumar, Nodal Officer	Library	Dr. H. Anuragi	Dr. Sovan Debnath
12	Dr. Naresh Kumar, OIC (Nursery)	Nursery	Shri Suresh Ramanan S	Dr. Ashok Yadav
13	Dr. R.P. Dwivedi, Incharge (ATIC)	ATIC	Dr. Priyanka Singh	Dr. Sushil Kumar
14	Shri Birendra Singh, AAO (Store & Purchase)	Store & Purchase Section	Shri Mahendra Kumar	Dr. A.K. Pandey
15	Sh. Gautam Saxena	HO	Dr. A.K. Handa	Dr. Naresh Kumar
16	Shri Om Prakash	Stores & Stock	Shri Tridev Chaturvedi	Shri J J Singh
17	Shri Tridev Chaturvedi	Purchase Section	Shri Om Prakash	Smt. Kaushalya Devi
18	Shri J J Singh	Audit Section	Shri Deepak Vij	Smt. Kaushalya Devi
19	Shri Deepak Vij	DDO Section	Smt. Kaushalya Devi	Shri J J Singh
20	Dr A.K. Handa, Incharge, PME	PME	Dr. Naresh Kumar	Dr. Rajendra Prasad
21	Dr. A K Handa	AICRP (Agroforestry)	Mr. Suresh Ramanan S	Dr. Naresh Kumar
22	Dr. A.K. Pandey	PME Cell	Sh. R.K. Singh	Sh Rajesh Srivastava
23	Shri R.K. Singh	AICRP Coordination Unit	Dr. Ajay Pandey	Sh Rajesh Srivastava
24	Dr. Pradhymman Singh	Farm Section	Sh. Shisupal Yadav	Dr. A.K. Pandey
26	Dr Asha Ram	Biometric Nodal Officer/ARMS/KRIS HI Nodal Officer	Dr. H. Anuragi	Dr. K. Rajarajan
27	Dr. Naresh Kumar	Chairman, Higher Education & Library	Dr. H. Anuragi	Dr. Sovan Debnath
28	Shri Hoob Lal	PS, Director Cell	Dr. Ajay Pandey	Sh Rajesh Srivastava
29	Mr. Suresh Ramanan S	Incharge, ITMU/ABIC	Dr. Bijoy Chanda	Dr. Naresh Kumar

- All the employees may ensure that the keys of the operational desk/rooms/shelves be handed over to the respective link officers in case of their absence for seamless functioning of the office work in the larger interest of the Institute.
- For all purposes, HO is nominated in the absence of AO.
- *In addition, all employees would perform other assigned duties to facilitate Institute.*

It is also hereby notified that all the employees are further advised not to keep any personal documents/materials in the allotted office rooms or laboratories/section/units, as the Institute shall not be responsible for or liable to such personal items, whatsoever.

All these nominations and work distribution have been made keeping the Institute's Interest and with no extra remuneration. It may also be noted that, with this, all other Committees or Nominations thereof as notified before for any of these matters and others stands nullified.

The performance of the nominees would be assessed periodically by the competent authority.



(A. Arunachalam)

Circulation:

1. AO
2. To all concerned
3. PS to Director
4. Guard File