



वै.औ.अ.प.-राष्ट्रीय वनस्पति अनुसंधान संस्थान, लखनऊ  
(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्)



No: 3/170/2022-Gen

Date: 06-12-2022

**OFFICE MEMORANDUM**

In the Co-ordination Committee meeting dated 23-11-2022, the Director, CSIR-National Botanical Research Institute has approved/decided the followings for smooth functioning of Institute:

*I. Re-constitution of various committees:*

**1. OB & Audit Para Committee**

1.	Dr. Vivek Pandey	Chief Scientist	Chairman
2.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
3.	CoA/AO		Member
4.	SPO		Member
5.	CoFA		Member
6.	Sh. Ghayasuddin	Section Officer (F&A)	Member

**2. Purchase Committee**

1.	Dr. T.S. Rana	Chief Scientist	Chairman
2.	Dr. Sharad Srivastava	Sr. Principal Scientist	Member & Alternative Chairman
3.	Dr. P.C. Verma	Principal Scientist	Member
4.	Dr. B.N. Singh	Principal Scientist	Member
5.	AO/ Sr. most SO (G) who is present and not exclusively dealing with Vigilance Matters		Member
6.	CoFA		Member
7.	SPO		Member-Convener

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### 3. TNPC Committee

1.	Dr. Samir V. Sawant	Chief Scientist	Chairman
2.	Dr. Alok Lehri	Chief Scientist	Member
3.	Dr. M.H. Asif	Sr. Principal Scientist	Member
4.	One Expert from outside the institution		Member
5.	Indenter		Member
6.	AO/ Sr. most SO (G) who is present and not exclusively dealing with Vigilance Matters		Member
6.	CoFA		Member
7.	SPO		Member-Convener

### 4. Investment Advisory Committee

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. V.A. Sane	Chief Scientist	Member
3.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
4.	CoA		Member
5.	CoFA		Member-Convener

### 5. Medical Committee

1.	Dr. S.K. Tewari	Chief Scientist	Chairman
2.	Dr. A.P. Sane	Chief Scientist	Member
3.	Dr. S.K.Ojha	Sr. Principal Scientist	Member
4.	Dr. Subha Rastogi	Sr. Principal Scientist	Member
5.	CoA		Member
6.	CoFA		Member
7.	Medical Officer, CSIR-CIMAP Dispensary		Member

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CSIR-CIMAP

8.	SO Bill / DDO	Member-Convener
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**6. Works & Services cum Guest House and Hostel Committee**

1.	Dr. S.K.Tewari	Chief Scientist	Chairman
2.	Dr. Vivek Pandey	Chief Scientist	Member & Alternative Chairman
3.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
4.	Dr. Pankaj Kr. Srivastava	Principal Scientist	Member
5.	CoA/AO		Member
6.	FAO		Member
7.	SE(Civil) / AEE (Elec & ESS) as applicable		Member
8.	SO (Gen)		Member-Convener

**7. Staff Quarter Co-ordination Committee**

1.	Dr. P.K. Singh	Chief Scientist	Chairman
2.	Rep. of CSIR-CDRI		Member
3.	Rep. of CSIR-IITR		Member
4.	Rep. of CSIR-CFTRI, Lucknow		Member
5.	CoA/AO		Member
6.	SE(Civil)		Member
7.	SO (Gen)		Member-Convener

**8. Guest House cum Student's Hostel Committee**

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. V.A. Sane	Chief Scientist	Member
3.	Dr. C.S. Mohanty	Sr. Principal Scientist	Member
4.	Dr. Puneet Singh Chauhan	Principal Scientist	Member
5.	SE(Civil)		Member
6.	AEE (Elec & ESS)		Member

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7.	SO (Gen)		Member-Convener
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Regarding allotment of accommodation to girls and boys student, decision may be taken by this committee. **Dr. P.S. Chauhan, Principal Scientist** will be warden for boys hostel and **Dr. V.A. Sane, Chief Scientist** will be warden for girls hostel.

**9. Canteen Committee**

1.	Dr. T.S. Rana	Chief Scientist	Chairman
2.	Dr. P.K. Singh,	Chief Scientist	Member
3.	Dr. Sharad Srivastava	Sr. Principal Scientist	Member
4.	Dr. Aditi Gupta	Sr. Scientist	Member
4.	Dr. Vinay Sahu	Sr. Technical Officer	Member
5.	Sh. Deep Chandra Bhatt	Assistant Section Officer	Member-Convener

**10. Human Resource Development Committee**

1.	Dr. S.K. Tewari	Chief Scientist	Chairman
2.	Dr. V.A. Sane	Chief Scientist	Member
3.	Dr. Sharad Srivastava	Sr. Principal Scientist	Member
4.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
5.	Dr. P.C. Verma	Principal Scientist	Member
6.	CoA/AO		Member-Convener

**11. Integrated Manpower and Job Contracts Committee**

1.	Dr. S.K. Tewari	Chief Scientist	Chairman
2.	Dr. Vivek Pandey	Chief Scientist	Member
3.	Dr. V.A.Sane	Chief Scientist	Member
4.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
5.	Dr. Suchi Srivastava	Principal Scientist	Member
6.	Dr. Pankaj Srivastava	Principal Scientist	Member
7.	CoA		Member

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8.	CoFA		Member
9.	SO(Gen)		Member-Convener

### 12. Safety and Security Committee

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. C.S. Mohanty	Sr. Principal Scientist	Member
3.	Dr. Manjoosha Srivastava	Principal Scientist	Member
4.	Dr. Puneet Singh Chauhan	Principal Scientist	Member
5.	Dr. Devendra Singh	Principal Scientist	Member
6.	Dr. Sumit Bag	Principal Scientist	Member
7.	SE(Civil)		Member
8.	AEE (Elec & ESS)		Member
8.	Security Officer		Member-Convener

### 13. Internal Complaint Committee (ICC)

1.	Dr. V.A. Sane	Chief Scientist	Chairman
2.	Dr. M.H. Asif	Sr. Principal Scientist	Member
3.	Dr. Soumit K. Behera	Principal Scientist	Member
4.	Ms. Sachi Singh, NGO Ehsaas		Member
Vigilance Section will provide necessary support.			

### 14. Editorial and Scientific Publication Committee

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. Vivek Pandey	Chief Scientist	Member
3.	Dr. Vidhu A. Sane	Chief Scientist	Member
4.	Dr. Ch.V. Rao	Chief Scientist	Member
5.	Dr. M.H. Asif	Sr. Principal Scientist	Member

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6.	Dr. Dibyendu Adhikari	Principal Scientist	Member
7.	Dr. Aditi Gupta	Sr. Scientist	Member
8.	Dr. K.M. Prabhukumar	Sr. Scientist	Member
9.	Dr. K.J. Singh	Sr. Scientist	Member
10.	Dr. K.K. Rawat	Sr. Technical Officer	Member
11.	Dr. R.R. Rastogi	Technical Officer	Member-Convener
12.	Sh. Yogendra Nath	Principal Technical Officer	Alternative Member-Convener

#### 15. Library Committee

1.	Dr. Ch.V. Rao	Chief Scientist	Chairman
2.	Dr. Debasis Chakrabarty	Sr. Principal Scientist	Member
3.	Dr. Poonam Singh	Principal Scientist	Member
4.	Ms. Leena Wahi Gupta	Sr. Technical Officer	Member
5.	CoFA		Member
6.	Sh. Yogendra Nath		Member-Convener

#### 16. Chemicals and Consumables Allocation /Prioritization Committee

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. T.S. Rana	Chief Scientist	Member
3.	Dr. Alok Lehri	Chief Scientist	Member
4..	Dr. S.V. Sawant	Chief Scientist	Member
5..	Dr. S.K. Tewari	Chief Scientist	Member
6.	Dr. Debasis Chakrabarty	Sr. Principal Scientist	Member
7.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
8.	CoFA		Member
9.	SPO		Member-Convener

*S.S. Singh*

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**17. Equipment Prioritization Committee**

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. T.S. Rana	Chief Scientist	Member
3.	Dr. Alok Lehri	Chief Scientist	Member
4..	Dr. S.V. Sawant	Chief Scientist	Member
5..	Dr. S.K. Tewari	Chief Scientist	Member
6.	Dr. V.A.Sane	Chief Scientist	Member
7.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
8.	CoFA		Member
9.	SPO		Member-Convener

**18. Business Development, IPR and Bio Diversity related with IPR Issues Committee**

1.	Dr. S.K. Tewari	Chief Scientist	Chairman
2.	Dr. Ch.V. Rao	Chief Scientist	Member
3.	Dr. P.K. Singh	Chief Scientist	Member
4.	Dr. Alok Lehri	Chief Scientist	Member
5.	Dr. Sharad Srivastava	Sr. Principal Scientist	Member
6.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
7.	Dr. Manish S. Bhoyar	Sr. Scientist	Member-Convener

**19. Media Management and Public Relations Committee**

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. S.K.Tewari	Chief Scientist	Member
3.	Dr. Anand Prakash	Sr. Principal Scientist	Member
4.	Dr. Sharad Srivastava	Sr. Principal Scientist	Member

5.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
6.	Dr. Manish S. Bhoyar	Sr. Scientist	Member
7.	Dr. Anju Patel	Scientist	Member
8.	Dr. K.K. Rawat	Sr. Technical Officer	Member
9.	Sh. R. R. Rastogi	Technical Officer	Member-Convener

**20. ICT Committee**

1.	Dr. P.A. Shirke	Chief Scientist	Chairman
2.	Dr. Sumit Kr. Bag	Principal Scientist	Member
3.	Dr. Aradhana Mishra	Principal Scientist	Member
4.	Dr. Dibyendu Adhikari	Principal Scientist	Member
5.	Dr. K.J. Singh	Sr. Scientist	Member
6.	CoA/AO		Member
7.	Sh. Prashant Srivastava	Technical Officer	Member-Convener

**21. Land Settlement Committee**

1.	Dr. S.K. Tewari	Chief Scientist	Chairman
2.	SO (Vig./Legal)		Member
2.	CoA/AO		Member
3.	CoFA or Representative		Member
4.	Security Officer		Member
5.	SE (Civil)		Member
6.	Sh. Deep Chandra Bhatt	Assistant Section Officer	Member
7.	Sh. Harendra Pal	Sr. Technical Officer	Member-Convener

**22. Standing Committee for approval of MSS on Scientific Integrity /Ethics with respect to Institute's Publications, Products, Technologies**

1.	Dr. S.V. Sawant	Chief Scientist	Chairman
2.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
3.	Dr. Debasis Chakrabarty	Sr. Principal Scientist	Member

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4.	Dr. Scuhi Srivastava	Principal Scientist	Member
5.	Dr. B.N. Singh	Principal Scientist	Member
6.	Dr. Aditi Gupta	Sr. Scientist	Member
7.	Dr. Susheel Kumar	Sr. Scientist	Member
8.	Sh. R.R. Rastogi	Technical Officer	Member-Convener

**23. राजभाषा कार्यान्वयन समिति (Committee for Official Language Implementation)**

1.	Director		President
2.	Dr. S.K. Tewari	Chief Scientist	Vice President
3.	Dr. V.A.Sane	Chief Scientist	Member
4.	Dr. S.K. Ojha	Sr. Principal Scientist	Member
5.	Dr. Richa Rai	Sr. Scientist	Member
6.	SPO		Member
7.	CoFA		Member
8.	CoA/AO		Member
9.	Dr. K.K. Rawat	Sr. Technical Officer	Member-Secretary
8.	Sh. Bijendra Singh	Hindi Officer	Member-Convener

**24. ISTAG and International Collaboration Committee**

1.	Dr. A.P. Sane	Chief Scientist	Chairman
2.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member
3.	Dr. Priyanka Agnihotri	Principal Scientist	Member
4.	Dr. Manish S. Bhojar	Sr. Scientist	Member
5.	Dr. Aditi Gupta	Sr. Scientist	Member
6.	Dr. Gaurav Kr. Mishra	Scientist	Member
7.	Dr. R.N. Gupta	Sr. Technical Officer	Member-Convener

**25. Project Evaluation Committee**

1.	Dr. Samir V. Sawant	Chief Scientist	Chairman
2.	Dr. Ch.V. Rao	Chief Scientist	Member

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3.	Dr. A.P. Sane	Chief Scientist	Member
4.	Dr. Shekhar Mallick	Principal Scientist	Member
5.	Dr. Puneet Singh Chauhan	Principal Scientist	Member
6.	Dr. Richa Rai	Sr. Scientist	Member
7.	Dr. Vivek Srivastava	Sr. Principal Scientist	Member-Convener

- II. Regarding Water Cooler facility of Institute including Guest House, Complex, Hostel Main Building Garden Block and Distance Research Centre Dr. Surjeet Kumar, Technical Officer shall take responsibility of its maintenance and he will initiate the process for AMC with due procedure.
- III. With reference to transfer requests of couple of scientists, appropriate decision in this regard should be taken by the new Director.
- IV. For bringing research and development activities for understanding of wider number of stake holders, abstract of the paper should also be submitted in Hindi while submitting the paper for taking manuscript number. These abstract will be included in **Vigyan Vani**.
- V. For delegation of power and rotation of staff necessary inputs and list of administrative staff may be put up before Director for consideration. In order to avoid hampering of work while any staff is going on leave or away from his work place, an alternative staff member should be designated to take care of his/her work in Administration.
- VI. Status of position for Lateral Entry and Entry Level for Technical Officers specially with reference to strengthening Civil Engineering Department, CoA may put up status report to Director.
- VII. In view of superannuation of Dr. Alok Lehri, Chief Scientist and Incharge CIF and NABL Accreditation in July 2023, Dr. P.S. Chauhan, Principal Scientist should be made Incharge of CIF and NABL Accreditation related work. He should get associated immediately with Dr Alok Lehri for smooth transition of responsibility of both the areas i.e. CIF and NABL Accreditation.
- VIII. There are few instances where Senior Scientists have retired and along with them all the research activity in their area has stopped which leads to loss of several valuable leads. In view of it, the list of recruited scientists of last five years, their area of work and area of recruitment should be provided to Director for taking appropriate decision regarding their placement.
- IX. Looking into grievances of many research students regarding reimbursement of bills under Contingency Head, a Committee is constituted consisting of Dr. A.P. Sane, Chief Scientist, Chairman; Dr. Ch.V. Rao, Chief Scientist, Member; Dr. P.K. Singh, Chief Scientist, Member; Dr. Arvind Jain, Principal Scientist, Member; Dr. Aradhana Mishra, Principal Scientist, Member to make a list of items which will be admitted for reimbursement in Contingency Head of the students keeping in view the guidelines given by CSIR in this regard.

*S.S. Singh*

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- X. With reference to canteen in Main Building, Garden Block and Guest House, out sourcing of canteens will be completed by the month of December 2022.
- XI. Medical Committee is considering various complaints regarding delay in medical reimbursement and all such cases should be taken up immediately and decision must be communicated as early as possible without any further delay.
- XII. On request of SPO, GEM ID should be created for all the Area Coordinators to help in faster processing of purchase procedure.
- XIII. On monthly basis Divisional Heads through Area Coordinators will submit Aadhar Enabled Biometric Attendance System (AEBAS) report to Administration. Shri Deep Chandra Bhatt will initially work with Shri Alok Jain (for a month) in this regard, to understand the earlier procedure and subsequently handle AEBAS records and management afterwards.
- XIV. Dr. S.K.Tewari, Chief Scientist will review available manpower who can be associated with Essential Service Division (ESD) and submit restructuring of it to Director, CSIR-NBRI for consideration.

  
06.12.22  
Section Officer  
(General Section)

**Copy to:**

1. All the Officials concerned.
2. PS to Director, CSIR-NBRI, Lucknow
3. PS to AO.
4. Incharge-ICT - for uploading on Intranet.
5. Office Copy