

**ICAR-Central Institute of Post-Harvest Engineering & Technology,  
M.H. Bye Pass Road, Abohar-152116, Ph. 01634-224024**

F.No. 4-22/2000/Estt./CIPHET/Abh./ 978

Dated: 30.11.2023


**OFFICE ORDER**

In supersession of previous office order F.No. 4-22/2000/Estt./CIPHET/Abh/ 160-193 dated 16.05.2023, F.No. 4-22/2000/Estt./CIPHET/Abh/262-271 dated 07.06.2023 & F.No. 4-16/2000/Estt./CIPHET/Abh/490-496 dated 07.08.2023, the competent authority has been pleased to re-constitute the following committee as well as In-Charge of different Section and assign the additional responsibilities to the officers/officials working at Regional Station, ICAR-CIPHET, Abohar as mentioned against their names below with immediate effect till further order without any extra remuneration.

Sr. No	Committees	Responsibilities	Name of officer/official to whom responsibility will be assigned
1.	Estate Works & Monitoring Committee	Chairman:	Dr. Amit Nath, Head Regional Station-ICAR-CIPHET, Abohar.
		Alt. Chairman:	Sh. Mahesh Kumar Samota, Scientist
		Member	Sh. Prithvi Raj, ACTO
		Member	Asstt. Admn. Officer
		Member Secretary	Sh. Rajesh Kumar, ACTO
2.	Farm Advisory Committee	Chairman:	Dr. Amit Nath, Head Regional Station-ICAR-CIPHET, Abohar.
		Co- Chairman:	Dr. Arvind Kumar Ahlawat, I/c KVK
		Member	Sh. Mahesh Kumar Samota, Scientist
		Member	Sh. Prithvi Raj, ACTO
		Member Secretary	Sh. Rajesh Kumar, ACTO
3.	Library Committee	Chairman:	Dr. Ramesh Kumar, PS, Abohar
		Alt Chairman:	Sh. Mahesh Kumar Samota, Scientist
		Member	Er. Shilpa Selvan, Scientist
		Member	Dr. Rupender Kaur, SMS (Home Science)
		Member Secretary	Asstt. Admn. Officer/Mohan Lal, Asstt.
4.	Local Purchase Committee (LPC) Survey the market to ascertain the reasonability of rates, quality and specifications, identify the appropriate supplier and recommend the same in accordance with the provisions of Rule No. 155 of GFR-2017. The Head of Division/PC/LCPC/Section In-Charge/PI from Where the indent has been generated will propose a	Chairman:	Any PS/Sr. Scientist/Scientist/CTO Proposed by Head, Regional Station-ICAR-CIPHET, Abohar.
		Member	One scientist/technical officer or above
		Member	FAO or his Nominee
		Member	Indenter
		Member Secretary	Asstt. Admn. Officer

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	committee in accordance with structure given herein. The administration will then get the committee approved by CA for each case		
5.	Condemnation/ Auction Committee	Chairman:	Dr. Amit Nath, Head Regional Station-ICAR-CIPHET, Abohar.
		Alternate Chairman:	Dr. Ramesh Kumar, PS
		Member	Dr. Arvind Kumar Ahlawat, I/c KVK
		Member	Sh. Mahesh Kumar Samota, Scientist
		Member	FAO or his representative
		Member Secretary	Asstt. Admn. Officer
6.	Farm Produce Rate Fixation & Farm Produce Dispose-Off Committee	Chairman:	Dr. Arvind Kumar Ahlawat, I/c KVK
		Alternate Chairman:	Sh. Mahesh Kumar Samota, Scientist
		Member	Dr. Rupender Kaur, SMS (Home Science)
		Member	Farm In-charge (if different from already indicated members)
		Member	FAO or his representative
		Member Secretary	Asstt. Admn. Officer
7.	Hindi Raj Bhasha Kriyanvayan Committee	Chairman:	Dr. Amit Nath, Head Regional Station-ICAR-CIPHET, Abohar.
		Member	Dr. Ramesh Kumar, PS
		Member	Dr. Rupender Kaur, SMS (Home Science)
		Member Secretary	Asstt. Admn. Officer
8.	House Allotment Committee	Chairman	Sh. Mahesh Kumar Samota, Scientist
		Alternate Chairman	Er. Shilpa S Selvan, Scientist (AS&PE)
		Member	Sh. Pawan Kumar, TO
		Member	Asstt. Admn. Officer/ Mohan Lal, Asstt
		Member Secretary	I/c Estate
<b>NB:</b> The next senior most officers in the said committee will act as alternate chairman in the absence of regular Chairman of committee during his/her leave/tour.			

  
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In-charge of different section/unit

Sr. No.	Nature of responsibility	Regular In-charge	Alternate In-charge
1.	AAO & DDO, ICAR-CIPHET, Abohar	Sh. Tarsem Singh Purba, AAO	1. Sh. Rajesh Kumar, ACTO 2. Sh. Mahesh Kumar Samota, Scientist
2.	In-Charge Guest House & Landscaping	Dr. Arvind Kumar Ahlawat, I/c KVK	Sh. Pawan Kumar, TO
3.	In-Charge purchase & Stores	Sh. Tarsem Singh Purba, AAO	1. Dr. Rupender Kaur, SMS (Home Science) 2. Sh. Rajesh Kumar, ACTO
4.	In-Charge, Water Treatment Plant	Sh. Mahesh Kumar Samota, Scientist	Sh. Pawan Kumar, TO
5.	In-Charge, Vehicle	Dr. Arvind Kumar Ahlawat, I/c KVK	1. Sh. Rajesh Kumar, ACTO 2. Sh. Tarsem Singh Purba, AAO
6.	In-Charge, Estate	Sh. Mahesh Kumar Samota, Scientist	Sh. Prithviraj, ACTO
7.	In-Charge, Security	Dr. Arvind Kumar Ahlawat, I/c KVK	Sh. Devinder Kumar, TO
8.	In-Charge, Library	Dr. Ramesh Kumar, PS	Er. Shilpa Selvan, Scientist
9.	In-Charge, Laboratories (Analytical & Instrumentation)	Sh. Mahesh Kumar Samota, Scientist	Ms. Shilpa S Selvan, Scientist (AS&PE)
10.	In-Charge, AKMU	Ms. Shilpa S Selvan, Scientist (AS&PE)	Sh. Rajesh Kumar, ACTO
11.	In-Charge, Workshop	Ms. Shilpa S Selvan, Scientist (AS&PE)	*Associate: Sh. Rajesh Kumar, ACTO
12.	In-Charge, Farm & Nursery	Dr. Arvind Kumar Ahlawat, I/c KVK	*Associate: Sh. Prithvi Raj, ACTO
13.	In-Charge, APC	Dr. Amit Nath, Head Regional Station-ICAR-CIPHET, Abohar.	Er. Shilpa Selvan, Scientist
14.	In-Charge, AICRP on PEASEM	Ms. Shilpa S Selvan, Scientist (AS&PE)	*Associate: Sh. Mahesh Kumar, Scientist
15.	Nodal Officer SCSP Abohar	Dr. Arvind Kumar Ahlawat, I/c KVK	Sh. Mahesh Kumar Samota, Scientist
16.	Media Management (both for CIPHET, Abohar & KVK)	Sh. Rajesh Kumar, ACTO	Sh. Devinder Kumar, TO

Responsibility as Alternate Head Regional Station, ICAR-CIPHET, Abohar is to be given to Incharge, KVK during tour/leave of regular Head Regional Station, ICAR-CIPHET, Abohar for smooth functioning of day to day activities of the Regional Station and in the absence of both the next Sr. Most available Scientist will act as alternate Incharge, Regional Station ICAR-CIPHET, Abohar.

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Krishi Vigyan Kendra, Fazilka at ICAR-CIPHET, Abohar			
Sr. No	Nature of Responsibility	Name of officer with designation to whom responsibility assigned	Alternate In-Charge
1	In-Charge, KVK	Dr. Arvind Kumar Ahlawat, I/c KVK	Dr. Rupender Kaur, SMS (Home Science)
2	In-Charge, Training and Reporting	Dr. Arvind Kumar Ahlawat, I/c KVK	*Associate: Sh. Rajesh Kumar, ACTO
3	In-Charge, FLD	Dr. Arvind Kumar Ahlawat, I/c KVK	*Associate: Dr. Rupender Kaur, SMS (Home Science)
4	Nodal Officer CRM project	Dr. Rupender Kaur, SMS (Home Science)	*Associate: Sh. Prithvi Raj, ACTO
5	In-Charge, Home Science Laboratory	Dr. Rupender Kaur, SMS (Home Science)	Dr. Arvind Kumar Ahlawat, I/c KVK
6	Jal Shakti Abhiyan	Sh. Prithvi Raj, ACTO	*Associate: Sh. Devinder Kumar TO

\* Associate means they will assist to regular in charge in routine work in concerned Section/activities and will act as alternate in charge during absence of regular in charge of concerned Section/activities.

Therefore, all are requested to submit handing/taking over report of respective additional responsibilities as assigned to each.

This issues with kind approval of the Director please.

*(Handwritten signature and date)*  
30/11/23

(Rajesh Kumar)  
ACTO (Alternate AAO),  
Regional Station  
ICAR-CIPHE, Abohar.

**Distribution:**

1. All concerned officers (by name)
2. PS to the Director, ICAR-CIPHET, Ludhiana.
3. Head of Office, ICAR-CIPHET, Ludhiana.
4. In-Charge, KVK, ICAR-CIPHET, Abohar.
5. In-Charge, AICRP on PEASEM, ICAR-CIPHET, Abohar.
6. FAO, ICAR-CIPHET, Ludhiana.
7. DDO, R.S. ICAR-CIPHET, Abohar.
8. Vigilance Officer, ICAR-CIPHET, Ludhiana.
9. Administrator e-office, ICAR-CIPHET, Ludhiana,
10. In-Charge, AKMU, ICAR-CIPHET, Ludhiana for uploading on Institute website.

*(Handwritten notes)*  
Devi  
05/12/23  
Recd & Upload on website.  
→ Sonia ji