



भा. कृ. अनु. प. - राष्ट्रीय कृषि कीट संसाधन ब्यूरो
ICAR - NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES
 डाक पेटिका संख्या २४९१, हे. कृ. फार्म डाकघर, बल्लारी रोड, बेंगलूरु - ५६००२४, भारत
 P. B. No. 2491, H. A. Farm Post, Bellary Road, Hebbal, Bengaluru - 560 024, INDIA
 Phone: 080-23511998; Fax: 080-23411961;
 Website: <http://www.nbair.res.in>; Email: hoa.nbair@icar.gov.in
 (ISO 9001: 2015 Certified)



F.No.NBAIR/5-13/2021-22/1964

01 August, 2023

OFFICE ORDER

The Director, ICAR-NBAIR is pleased to constitute following Committees with immediate effect. The Chairman / Nodal Officer / other Members are requested to look after the duties assigned in a responsible manner for the smooth functioning of the Bureau. Brief report on the activities of the Committee may be submitted to the undersigned every 4th day of the month for its review by the Competent Authority.

1. Institute Research Council (IRC)

Chairperson	:	Dr. S. N. Sushil
Members	:	All Scientists
Member Secretary	:	Dr K Sreedevi

Functions: To conduct IRC of the Bureau and reporting and overseeing of RPP submission to PME.

2. Project Monitoring and Evaluation Committee (PMC)

Chairperson	:	Dr. S. N. Sushil
Members	:	All HoDs
Member Secretary	:	Dr K Sreedevi

Functions:

- ❖ To deliberate on PME cell reports and decide on institute research priorities across crops/divisions/ programmes/ commodities etc. Scientists would be required to take up projects from the list of priority research problems.
- ❖ To constitute a committee of two experts (one internal i.e. from the Institute and one external) to evaluate the progress of research projects and submit report to PME Cell in a prescribed format. This is to be done every year.
- ✓ To constitute a committee of two experts (one internal i.e. from the Institute and one external) to submit a report in prescribed proforma for technology validation of completed projects.
 - * Prepare Annual plan and identify scientists for capacity building in PME activities.
 - * To approve updating institute database on regular basis.
 - * Organizing IRC/RAC with support from PME.

3. Project Monitoring and Evaluation Cell (PME)

Officer In-charge	:	Dr K Sreedevi
Members	:	Dr Gandhi Gracy, Dr. Manjunatha C, Dr. Rachana R.R.
	:	Mr. R. Maruthi Mehanth
Member Secretary	:	Dr. B.S.Gotyal

Functions:

- ❖ To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision Documents of institute and ICAR to recommend research priorities of the Institute for short listing priority researchable problems across crop(s)/ divisions/ programmes, commodity etc at institutional level.
- ❖ Annual updating and presenting the report to the Director for assigning research projects.

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- ❖ To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts.
- ❖ To coordinate and arrange for technology validation and/ or impact assessment of successful technologies claimed by scientist(s) through internal and external experts.
- ❖ Regularly sensitizing and capacity building of research managers and scientists through training programmes.
- ❖ Maintaining a database on all publications, technologies developed, IPRs, consultancies projects undertaken in the past 10 years and on-going projects.
- ❖ To facilitate MoUs between Institutes (Public & Private) and/ or funding agencies.

4. Agricultural Research Management System (ARMS) & Smart Performance Appraisal Report Recording Online (SPARROW)

Nodal Officer	:	Dr. David K.J. (ICAR nominated)
Members	:	Dr. M. Pratheepa, Mr. R. Maruthi Mehanth
Member Secretary	:	Dr. Salini S.

Functions:

- ❖ Mapping various scientific outputs to different schemes of the Institute.
- ❖ To facilitate verifying the information submitted by scientists either by Reporting Officer or PME In-charge or Reviewing Officer as per type of information at various stages in a prescribed time period.
- ❖ To ensure updating the research, training, demonstration, achievements and impacts made by the individual Scientists and the Institutes for providing the information to the various levels of hierarchy within the ICAR System and beyond.

5. Insect Quarantine Facility

Chairman	:	Dr Shylesha A.N.
Members	:	Dr. M. Mohan, Dr Ankita Gupta
Member Secretary	:	Dr. M. Sampathkumar

Functions:

- ❖ Import of natural enemies for classical biological control.
- ❖ Testing of natural enemies for host specificity and safety.
- ❖ Maintenance of quarantine laboratory.
- ❖ Identification of natural enemies of invasive pests.

6. Insect Museum facility

Nodal Officer	:	Dr. Ankita Gupta (New museum and CIBC section)
Nodal Officer	:	Dr. K. Sreedevi (Coleoptera section)
Members	:	All Scientists
Member Secretary	:	Dr. Rachana R.R.

Functions:

- ❖ To ensure the continued preservation and augmentation of the existing arthropod collection and provide housing for various specialized collections that are collected/ donated.
- ❖ Curate, catalogue, protect, and regularly update the nomenclature existing arthropod specimens housed in the museum.
- ❖ Continue to provide a repository for the arthropod voucher collection.
- ❖ To maintain inventory of insects and related arthropods' diversity

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- ❖ To organize the information derived from this inventory program in an efficiently retrievable form that best meets the needs of science and society.
- ❖ To preserve and maintain the displays that support the many public outreach programmes of NBair.

7. Insectarium / pollinator garden for Visitors

Nodal Officer (Insectarium) : Dr. Richa Varshney
 Nodal Officer (Pollinator garden) : Dr Amala U.
 Nodal Officer (Butterfly park) : Dr Gundappa
 Members : Mrs L Lakshmi, Mr P Raveendran, Mr U. Sanjeev

Functions:

- ❖ To plan and coordinate the visitors
- ❖ Inviting schools/colleges on a specified day in a month
- ❖ To organise national science day/ open day

8. NEH, SCSP, TSP Committee

Chairman : Dr. Shyesh A.N.
 Members : Dr. A. Kandan, Dr. K. Sreedevi,
 Dr. Deepa Bhagat, G. Mahendiran
 Member Secretary : Dr. Gundappa

Functions:

- ❖ Scrutinizing the proposals for financial support under the component
- ❖ Compilation of reports pertaining to NEH, SCSP and TSP components

9. Live insect & microbial germplasm unit

Nodal Officer (Germplasm registration) : Dr. M. Mohan
 Nodal Officer (Live insect germplasm conservation) : Dr. Richa Varshney
 Nodal Officer (Microbial germplasm conservation) : Dr. A Kandan
 Members : Dr. R.S. Ramya, Mr. P. Raveendran
 Member secretary : Dr. Omprakash Navik Samodhi

Functions:

- ❖ Registration of germplasm
- ❖ To mass produce selected host insects, macrobials and microbials for supply for various purpose.
- ❖ To augment live cultures for insectarium as and when required.
- ❖ To maintain records of macrobials and microbials and supply

10. Publication Committee

Chairman : Dr. M. Mohan
 Members : Dr. Gundappa, M. Sampathkumar, Richa Varshney,
 Dr. Rachana R.R., Mr. Maruti Mehanth, Mr Satendra Kumar
 Member Secretary : Manjunatha C.

Functions:

- ❖ To process and publish annual report, newsletter and other publications including folders, bulletins etc including e-publication
- ❖ To process and recommend payment of pages chares for high impact factor journals to PME Cell in consultation with three HoDs as a Committee

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11. AKMU (FMS-MIS, E-Office, Krishi portal, Social Media, Conference Hall etc.)

Chairperson	:	Dr. M Pratheepa
Members	:	Dr G. Mahendiran, Mr. R Narayanappa
<u>Nodal Officers</u>		
Krishi portal	:	Dr. M, Pratheepa (ICAR nominated)
Social media platforms (Facebook, WhatsApp, YouTube, Twitter etc.)	:	Dr. M. Pratheepa (ICAR nominated)
Digital resources	:	Dr. M. Pratheepa (ICAR nominated)
E-office (ICAR Digital workplace solution)	:	Administrative Officer
Member Secretary	:	Dr. Gundappa

Functions:

- ❖ To maintain AKMU cell and to look after all the matters related to functioning of cell.
- ❖ Maintenance and updating of ARIS Cell and analyse data received from each centre.
- ❖ To computerize all the information in biological control and store in Hard Drive.
- ❖ Maintenance of computer and peripherals of Institute and procurement of materials including AMCs with the help of stores section.
- ❖ Computerization of institute activities and updation of Institute website regularly.
- ❖ Maintenance of super computer facility.
- ❖ To upload all genomics related work of all scientists and also entomologists in the country in super computer and to make it retrievable for all NARS Scientists.
- ❖ Development of database and analysis tools for genomics related work.
- ❖ Maintenance and upkeep of conference hall with all AV aids.
- ❖ Management of FMS-MIS.
- ❖ Preparing the content for social media accounts , Krishi portal etc.,

12. Farm Development and Management Committee

Chairman Farm Advisory Committee	:	Dr. Mahesh Yandigeri
Members	:	Dr. Gundappa, Dr. K. Selvaraj, Dr. Amala U
Farm Farm	:	Dr. B. K. Choubey

Functions:

- ❖ Farm development activities, farm establishment, master plan, farm pond, maintenance of borewells, farm structures, irrigation system, implements, fencing, roads, maintenance of trees, electrification etc.
- ❖ Allotment of plots for demonstration/trial.
- ❖ To prepare annual cropping plan.
- ❖ Raising of annual and perennial crops for research.
- ❖ Labour management and farm operations.
- ❖ Disposal of farm produce after getting the price fixed.

13. HRD and Training Cell

Chairman	:	Dr T Venkateshan
Members	:	Dr. Amala U, Dr.B.S.Gotyal, Dr R R Rachana, Dr Richa Varshney, Ms L Lakshmi,
Nodal Officer	:	Dr. M Sampathkumar

Functions:

- ❖ To decide about training fee structure for different durations
- ❖ To decide about student intake for each scientist

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- ❖ To decide and recommend HRD programmes both within and outside India for staff members.
- ❖ Planning and conduct of training programmes and exposure visits for farmers, students, researchers and department staff.

14. Farmers Services (MGMG, DFI, Kisan Sarathi, farmers programme, press & publicity)

Nodal Officer (Kisan Sarathi) : Dr. P. Sreerama Kumar (ICAR nominated)
 Nodal Officer (DFI) : Dr. G. Mahendiran (ICAR nominated)
 Nodal Officer (MGMG) : Dr. A. Kandan
 Nodal Officer (Press & Publicity) : Dr Deepa Bhagat
 Members : Dr. T.M. Shivalingaswamy, Dr. K Selvaraj,
 Dr Omprakash Navik Samodhi, R.R. Rachana
 Dr. Manjunatha C., Dr. Ankita Gupta,
 Mr. Venugopala K.M.

Functions:

- ❖ To monitor the activities and to ensure implementation of these flagship programmes.
- ❖ Liasion with farmers
- ❖ Compilation and submission of reports for web portals, press and media

15. PG Cell

Chairman : Dr Sunil Joshi
 Members : Dr. R. S. Ramya, Dr R.R. Rachana, Dr.A. Raghavendra,
 Ms. L. Lakshmi
 Nodal Officer : Dr. M. Sampathkumar

Functions:

- ❖ To view the work of students periodically
- ❖ To decide about student fee structure
- ❖ To decide about student intake for each scientist
- ❖ Maintaining the MoU database related to Students from respective SAU's.

16. Photography Committee

Nodal Officer : Dr Omprakash Navik
 Members : Dr Ankita Gupta, Dr Manjunatha. C, Dr Amala U
 Member Secretary : Mr Venugopala K.M.

Functions:

- ❖ Photo coverage of important events of Bureau
- ❖ Providing digital photos to AKMU for uploading in website
- ❖ Cataloguing of photographs subject-wise

17. Agro biodiversity committee

Nodal Officer : Dr Kolla Sreedevi
 Members : Dr Ankita Gupta, Dr Omprakash Navik Samodhi
 Dr David K.J.
 Member Secretary : Dr Salini S.

Functions:

- ❖ Compilation of information related to insect genetic resources, import/export/exchange.
- ❖ Correspondence regarding agro-bio diversity issues with the council and other relevant organizations

18. Institute Biosafety Committee (DBT nominated)

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Chairman	:	Dr. M Nagesh
Nodal Officer	:	Dr T Venkatesan
Members		Dr R Rangeshwaran, Dr M Mohan Dr. Sankey Sreenivas, Biosafety Officer Dr. Manmohan M (DBT nominee) Dr. Shrikrishna Isloor, (Outside Expert)
Member Secretary	:	Dr. R. Gandhi Gracy

Functions:

- ❖ Assessment of work elements and approval as per risk category of organism involved.
- ❖ Evaluation of projects and direction for submission to appropriate agencies for statutory approvals. Inspection of containment facilities, unit process areas, greenhouses etc. and preparation of reports for regulatory agencies.
- ❖ Examining and recommending procedures and other approval requirements.

19. EFC/SFC Committee

Chairman	:	Dr. M Nagesh
Members	:	Dr. G Sivakumar, AO, FAO, Mr H. Jayaram, Ms. M.S. Uma, Ms.Naziya Anjum
Member Secretary	:	Dr Amala U

Functions:

- ❖ Preparation of EFC/SFC and its mid term review/ revisions

20. PC Cell -AICRP on Biological Control of Crop Pests

Project Coordinator	:	Dr. S.N. Sushil
Officer in-charge	:	Dr G. Sivakumar
Members	:	Dr A. Kandan, Dr Jagadeesh Patil, Dr Richa Varshney, Mr. H. Jayaram
Member Secretary	:	Dr K. Selvaraj

Functions:


- ❖ Monitoring of research programmes of AICRP on BC and compiling of annual report and conducting of group meetings and preparation of proceedings.
- ❖ Monitoring of release of funds and preparation of expenditure statements, obtaining AUCs
- ❖ Any other work assigned by PC, AICRP-BC

21. ITMC

Chairman	:	Dr. S. N. Sushil
Members	:	HoD GCC, HoD DGR, HoD GCU, I/C PME, AO, FAO
Member External	:	Agri Innovate CEO or representative
Member Secretary	:	Dr. K. Subaharan

Functions:

- ❖ Approval for technology transfer and commercialization
- ❖ Approval for cases of filing/ maintenance of patent applications and other IP Forms


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22. ITMU

Chairman : Dr. K. Subaharan
 Members : HoD GCC, HoD DGR, HoD GCU, I/C PME
 Member Secretary : Dr. Amala U.

Functions:

- ❖ Processing of proposals for technology transfer and commercialization
- ❖ Addressing IPR issues
- ❖ Cases of filing/ maintenance of patent applications and other IP forms.

23. Vigilance and Right to Information Committee

i) **Vigilance Officer** : Dr T Venkateshan (nominated by ICAR)

Functions: To address vigilance related issues of the Bureau and such related work assigned by ICAR

ii) Right to Information

First Appellate Authority : Dr S.N. Sushil
 Nodal Officer : Dr Jagadeesh Patil
 Public Information Officer : Administrative Officer

Functions: As envisaged in RTI Act

24. Official language implementation Committee

Chairman : Dr. S. N. Sushil
 Members : HoD DGCC, HoD DGR, HoD DGCC
 Administrative Officer, Finance & Accounts Officer
 Member Secretary : Mr Satendra Kumar

Functions: To implement official language programmes as per Government of India guidelines.

25. Works Committee

Chairman : Dr G. Mahendiran
 Members : Ms S. Kusuma (Finance & Accounts Officer),
 Mr J. Mathew (Administrative Officer),
 Dr. Mahesh Yandigeri, Dr B.K. Choubey,
 Member Secretary : Ms Dipanwita Deb, AAO

Functions

- ❖ To make authenticated Master Plan of ICAR NBAIR (Hebbal and Yelahanga Campus)
- Monitoring of construction work (major and minor), liaison with CPWD for execution of work & settlement of accounts, payment of BBMP service charge

26. Women Cell /Committee for prevention of sexual harassment of women employees

Chairperson : Dr. K. Sreedevi,
 Members : Ms. S Kusuma, Dr R R Rachana ,Ms Naziya Anjum,
 Ms Anitha P
 Member Secretary : Dr.Salini S

(External Member is to be decided by the Committee as per DoPT guidelines)

Functions: As per WCC guidelines issued by ICAR/GoI.

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27. Grievances & redressal cell

Chairman	: Director
Nodal Officer (SC staff welfare)	: Dr R. Gandhi Gracy
Nodal Officer (ST staff welfare)	: Dr G Mahendiran
Nodal Officer (OBC staff welfare)	: Dr. K. Subaharan (Nominated)
Nodal Officer (Public Grievance) - CPGRAMS)	: Dr M. Mohan (Nominated)
Students' welfare	: Dr. Sunil Joshi
Members	: AO, FAO, Dr. Jagadeesh Patil, Ms S. Kaveriamma, P. Raveendran

Functions: To address the grievance of concerned as per the guidelines of Govt of India.

28. Store Purchase and Price Fixation Committee

Chairman	: Dr. Mahesh Yandigeri
Members	: Dr. Amala U., Dr R S Ramya, Dr. B. K Choubey, Administrative Officer, Finance & Accounts Officer
Member Secretary	: Ms Dipanwita Deb, AAO

29. PMIS (ICAR Nominated)

Nodal Officer	: Dr. M Mohan
Member Secretary	: Ms. M. S Uma

Functions: Updation of data in PMIS Portal of ICAR including uploading AIPR

30. Sports Committee

Chairman	: Dr K. Selvaraj
Members	: Dr. Gundappa, Dr. G. Mahendiran, Mr Nazia Anjum
Member Secretary	: Ms L Lakshmi

Functions: To help in screening for selection of staff for ICAR sports tournament, creation of sports in the Bureau, if any and to encourage sports and sportsman spirit among staff.

31. Estate, Security, AEBAS / Swachh Bharat Abhiyan

Chairman (Estate, Security, AEBAS):	Administrative officer
Chairman (Swachh Bharat)	: Dr B S Gotyal
Members	: Dr B K Choubey, Dr A Raghavendra, Administrative Officer, Finance & Accounts Officer, Mr R. Narayanappa, Mr Ramakrishnappa
Member Secretary	: Ms. Sanjeevani Desai

Functions:

- ❖ Maintenance of Estate and AEBAS machines in both the campus
- ❖ Mr Narayanappa will specifically look after the electrical, plumping, generator and light & sounds of conference hall/other meetings.
- ❖ To keep the land other than buildings of both the campus green and clean, landscaping wherever required, implementation of SAP in both the campuses and other flagship programmes under SAP.

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32. Guesthouse/Hostel & Canteen Management Committee

Nodal Officer	:	Administrative Officer
Members	:	Mr P Raveendran Finance & Accounts Officer Ms L. Lakshmi Mr R. Narayanappa
Member Advisory	:	Dr Manjunatha C.

Functions:

- ❖ Maintenance of guest house/hostel and canteen including management of accommodation, up keep of accounts, to suggest food tariff and its further revision, to suggest and implement SOP for healthy environment in canteen / dining area.

33. Vehicle Committee

Nodal Officer	:	Administrative Officer
Members	:	Mr. Chandrappa Mr. Madhanathan
Member Secretary	:	Mr. H Jayaram

Functions: To keep the vehicles in running condition, R & M of vehicle including timely payment of road tax/insurance/ emission test, allotment of vehicles both Bureau and RC vehicles

34. Exhibition Committee

Chairman	:	Dr Gundappa
Members	:	Dr R S Ramya, Dr Jagadeesh Patil Mr Satendra Kumar, Mr B K Choubey Mr R. Maruthi Mehanth, Mr Venugopala K M
Member Secretary	:	Dr Omprakash Navik

Functions: Arrangements for exhibiting NBAIR technologies and resources at different melas and meetings.

35. Library Committee

Chairperson	:	Dr. M. Pratheepa Mr. H. Jayaram
Members	:	Dr. R.R.Rachana, Dr. R.S.Ramyam, Mr. U. Sanjeev
Member Secretary	:	Mr H Jayaram

Functions: Purchase of books / online resources and maintenance of library documents

36. Deputation Committee

Chairman	:	Dr.T.Venkateshan
Members	:	HoD GCC, HoD DGR, HoD GCU
Member Secretary	:	Incharge PME Cell

Functions: Recommendations of the requests submitted by the staff for deputation (Abroad / study leave etc)

37. ISO certification / Auditing & NABL Accreditation committee

ISO:

Chairman	:	Dr. Shylesha A.N.
Members	:	HoD GCC, HoD DGR, HoD GCU

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 डाक पेटिका संख्या २४९१, हे. कृ. फार्म डाकघर, बल्लारी रोड, बेंगलूरु - ५६००२४, भारत
 P. B. No. 2491, H. A. Farm Post, Bellary Road, Hebbal, Bengaluru - 560 024, INDIA
 Phone: 080-23511998; Fax: 080-23411961;
 Website: <http://www.nbair.res.in>; Email: hoa.nbair@icar.gov.in
 (ISO 9001: 2015 Certified)



Member Secretary : Dr. Jagadeesh Patil

Functions:

Arrangements for internal and external audits and renewal process

NABL Accreditation committee (ICAR Nominated)

Chairman : Dr. P. Sreeramakumar
 Members : Dr. R. Gandhi Gracy, Dr K.J. David,
 Dr. M. Sampathkumar

Function: NABL accreditation of labs

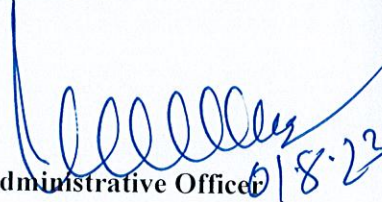
38. Drawing & Disbursing Officer : Ms Dipanwita Deb
 (Raising of bills as per sanction by Competent Authority, remittance of TDS,
 GST, PT and its quarterly/ monthly filing including Annual returns.)

39. Alternative arrangements

- | | |
|--|---------------------------|
| 1. Administrative Officer I/C in the absence of regular AO : | 1. Ms Dipanwita Deb, |
| 2. Finance & Accounts Officer I/C in the absence of regular FAO: | 2. Dr. R R Rachana |
| 3. Drawing & Disbursing Officer in the absence regular of DDO: | 3. Dr Amala U. |
| | 1. Administrative Officer |
| | 2. Dr. R R Rachana |
- In addition to above responsibilities following postings have also been made with immediate effect and till further orders:

- | | |
|---------------------------------------|---|
| 1 Dr A Raghavendra, Technical Officer | Division of Genomic Resources under Dr M Mohan, |
| 2 Ms L Lakshmi, STO | Principal Scientist |
| 3 Mr. P Raveendran, TO | Mass Production Unit |
| | Will assist Administrative Officer in managing |
| | the activities of Guest House and Stores |

This supersedes all previous orders issued in this regard.


 Administrative Officer 01/8.23

Distribution:

- 1 Individuals as indicated above for information and needful action.
- 2 PS to Director, ICAR-NBAIR for kind information.