



F. No. NBAIR/5-13/2020-21/ 75

Date : 1/5/2020

OFFICE ORDER

Sub.: Constitution of Committees – Reg.

The Director, National Bureau of Agricultural Insect Resources, Bangalore is pleased to constitute the following committees at this Bureau with immediate effect. The members and functions of each committee are detailed below. The Chairman/Chairperson along with his/her members are requested to look after the duties assigned in a responsible manner for the smooth functioning of the Bureau and a brief report on the action taken may be submitted to the undersigned every 4th day of the month for reviewing the progress by the Competent Authority of this Bureau.

1. INSTITUTE RESEARCH COUNCIL

Dr. Chandish R. Ballal	:	Chairperson
All the Scientists	:	Members
Dr. M. Mohan	:	Member-Secretary

Function of Institute Research Council

- To conduct IRC of the Bureau and reporting and overseeing of RPP submissions to PME

2. PROJECT MONITORING AND EVALUATION CELL (PMC)

Dr. Chandish R. Ballal	:	Chairperson
Head, Division of Germplasm Collection and Characterisation	:	Member
Head, Division of Genomic Resources	:	Member
Head, Division of Germplasm, Conservation and Utilisation	:	Member
Dr. M. Mohan	:	Member-Secretary

Functions of PMC

- To deliberate on PME Cell reports and decide on institute research priorities across crops/ divisions/ programmes/ commodities etc (The scientists would be required to take up projects from the list of priority research problems)
- To constitute a committee of 2 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 exercise need to be done every year.
- To constitute a committee of 2 experts (one internal i.e. from the institute and one external) to submit a report in a 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 half yearly basis.
- Organizing IRC/RAC with support from PME.



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3. PROJECT MONITORING AND EVALUATION COMMITTEE (PME)

Dr. M. Mohan	:	Officer-in-charge
Dr. K. Srinivasa Murthy	:	Member (Advisory)
Dr. Kolla Sreedevi	:	Member
Mr. Maruthi Mehanth	:	Member
Dr. K. J. David	:	Member#
Dr. S. Salini	:	Member#
Dr. Gandhi Gracy	:	Member-Secretary

Functions:

- To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision documents of institute and ICAR to recommend research priorities of the institution 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 of the institution for assigning research projects
- 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. PROJECT INFORMATION & MANAGEMENT SYSTEM (PIMS), HALF-YEARLY PROGRESS MONITORING (HYPM)

Dr. Chandish R. Ballal	:	Chairperson
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PIMS

Dr. Mahesh Yandigeri	:	Nodal Officer
Dr. K. Selvaraj	:	Member
Dr. G. M. Mahendiran	:	Member

Functions: Monitoring and submission of RPP I, RPP II, RPP III & RPP IV

HYPM

Dr. A. Kandan	:	Nodal Officer
Dr. S. Salini	:	Member
Dr. Navik Omprakash Samodhi	:	Member

Functions: Monitoring and submission and review of half-yearly reports



Committee for documentation of NB AIR resources

Dr. G. M. Mahendiran	:	Nodal Officer
Dr. Richa Varshney	:	Co-nodal Officer (Macrobiais)
Ms. S. K. Rajeshwari	:	Member (Museum specimens)
Mr. Satandra Kumar	:	Member (Microbiais)

Functions: To compile monthly reports on maintenance and supply of macrobiais and microbiais and maintenance and additions to museum specimens.

5. AICRP (BC) CELL

Dr. G. Sivakumar	:	Chairman
Dr. T. Venkatesan	:	Member
Dr. A. Kandan	:	Member
Dr. Jagadeesh Patil	:	Member
Dr. Amala. U	:	Member
Dr. M. Sampath Kumar	:	Member
Mr. H. Jayaram	:	Member
Dr. K. Selvaraj	:	Member
Dr. Sunil Joshi	:	Member
Dr. Richa Varshney	:	Member Secretary

Functions:

- Monitoring of research programmes of AICPR on Biological Control of Crop Pests and compiling annual report and conducting of Group Meeting annually and preparation of proceedings.
- Monitoring of release of funds and preparation of expenditure statements, obtaining utilization certificates, etc. of the AICRPs and Network projects.
- Any other work assigned by the Project Co-ordinator, AICRP-BC.

6. WORKS COMMITTEE

NB AIR Hebbal Campus

Dr. G. Mahendiran	:	Chairman
Dr. A. N. Shylesha	:	Member
Dr. G. Sivakumar	:	Member
Dr. Sampath Kumar	:	Member
Mr. Maruthi Mehanth	:	Member
Ms. Dipanwita Deb	:	Member
Finance & Accounts Officer	:	Member
Mr. P. Raveendran	:	Member-Secretary
Mr. Malay Bisht, Administrative Officer	:	Officer-in-charge



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NBAIR Yelahanka Campus

Dr. A. Kandan	:	Chairman
Dr. T. M. Shivalingaswamy	:	Member
Dr. Mahesh Yandigeri	:	Member
Dr. Kesavan Subaharan	:	Member
Dr. K. Selvaraj	:	Member
Dr. B. K. Chaubey	:	Member Secretary
Mr. Malay Bisht, Administrative Officer	:	Officer-in-charge

Functions:

- To make a **master plan** for the NBAIR Hebbal and Yelahanka campuses
- To monitor the construction of buildings and minor works at NBAIR and research farm and to plan on furnishin and making modifications in the laboratories/net houses/other facilities.
- To inspect new constructions in progress and bring out any short fall or deficiencies.

7. REVENUE GENERATION COMMITTEE

Dr. P. Sreerama Kumar	:	Chairman
Dr. T. Venkatesan	:	Member
Dr. T. M. Shivalingaswamy	:	Member
Dr. Navik Omprakash Samodhi	:	Member
Mr. Satandra Kumar	:	Member
Finance & Accounts Officer	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Dr. Y. Lalitha	:	Member
Dr. A. Raghavendra	:	Member Secretary

Function

- To compile monthly information on Institute's revenue generation and submit as and when required by the Council.
- Member Secretary to collect and compile information on revenue generated through sale of cultures, farm produce, training etc.

8. AKMU, COMPUTER AND DATA ANALYSIS CELL AND CONFERENCE HALL AND CENTRE FOR INSECT BIOINFORMATICS AND SUPER COMPUTER FACILTIY

Dr. M. Pratheepa	:	Chairperson
Dr. R. Rangeshwaran	:	Member (Advisory)
Dr. T. Venkatesan	:	Member
Mr. P. K. Sonkusare	:	Member
Dr. M. Mohan	:	Member
Mr. R. Narayanappa	:	Member
Dr. Gandhi Gracy	:	Member-Secretary



Functions:

- To maintain AKMU cell and to look after all the matters related to functioning of cell.
- Maintenance and updating of ARIS cell and analyze data received from each centre.
- To computerize all the information in biological control and store it in CD.
- Maintenance of HPC
- Maintenance of computers at NBAIR and procurement of materials including service contracts if any with the help of stores section.
- Computerization of institute activities and update website on weekly basis.
- To maintain CIB& SCFI and to look after all the matters related to functioning of Cell.
- Maintenance and updating of Super Computer facility
- To upload all genomics related work of all scientists at NBAIR and also entomologists in the country in super computer and to make it retrievable for all NARS scientists
- Development of databases and analysis tools for genomics related work.

9. LIBRARY

Dr. R. Rangeshwaran	:	Chairman
Dr. Veeresh Kumar	:	Member
Finance and Accounts Officer	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Mr. H. Jayaram	:	Member- Secretary

Functions:

- Subscribing of new journal/renewal of old journals.
- Purchase/procurement of programmes, books, monographs and other technical reports and general maintenance of library.
- Maintenance and up-gradation of CD ROM facility and programmes.

10. (i) STORES PURCHASE ADVISORY AND PRICE FIXATION COMMITTEE

Dr. K. Subaharan	:	Chairman
Dr.K. J. David	:	Member
Dr. Selvaraj K	:	Member
Dr. Sampath Kumar	:	Member
Dr. Gandhi Gracy	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Finance & Accounts Officer	:	Member
Ms. Dipanwita Deb	:	Member- Secretary

Functions:

- Screening and consolidation of the purchase proposals and recommend procurement of materials keeping in view the budget position.
- To fix the prices of product/produce/technologies of NBAIR from time to time.
- To review periodically the purchase and issue procedures.
- To review progress of procurement of stores in relation to funds provided.



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10. (ii) STORES-IN-CHARGE

Mr. Malay Bisht, Administrative Officer	:	Officer-in-charge
Ms.L.Lakshmi	:	Member
Ms. M. S. Uma	:	Member

Function:

- Stock entries, certification for payment of bills.

11. HOSTEL AND CANTEN MANAGEMENT (Trainers' and Trainees' Hostel)

Mr. Malay Bisht, Administrative Officer	:	Officer-in-charge
Mr. P. Ravenndran	:	Chairman
Dr. Kolla Sreedevi	:	Member (Advisory)
Mr. Venugopala	:	Member
Ms.Naziya Anjum	:	Member
Ms. Anitha P.	:	Member
Finance & Accounts Officer	:	Member
Dr. Y. Lalitha	:	Member Secretary

Functions:

- Maintenance of the hostels and management of accommodation.
- To manage SB accounts for operating various expenditures and maintain the account.
- To issue receipts for the food
- To revise the food price and other terms and conditions as per Office Order F.NBAIR.2-1/Admin.13-14/9750 dated 13.01.2014.
- To supervise cleanliness of kitchen, vessels, plates etc.
- Maintenance of the hostel, housekeeping and overall discipline and security.

12. ESTATE MANAGEMENT & SECURITY

NBAIR Hebbal Campus

Mr. Malay Bisht, Administrative Officer	:	Officer in charge
Dr. Sampath Kumar	:	Member (Advisory)
Finance & Accounts Officer	:	Member
Dr. Y. Lalitha	:	Member
Dr. A. Raghavendra	:	Member
Mr. R. Narayanappa	:	Member
Mr. Satendra Kumar	:	Member Secretary
Mr. Maruthi Mehanth	:	Member Secretary

NBAIR Yelahanka Campus

Mr. Malay Bisht, Administrative Officer	:	Officer in charge
Dr. T. M. Shivalingaswamy	:	Member (Advisory)
Dr. Mahesh Yandigeri	:	Member
Dr. B. K. Choubey	:	Member – Secretary



Functions:

- To supervise labour engaged in maintenance and cleaning of estate.
- To ensure maintenance of the buildings and other installations of the campus.
- To send proposals for annual repairs, renovation and maintenance.
- To pursue matters concerning maintenance of electricity with concerned authorities.
- To ensure power saving measures.
- To supervise the labour in the respective building to bring out efficiency in the services.
- To arrange to shift the labour to other sections/laboratories in the case of excess labourers or in the absence of scientist/technician in the respective laboratory.
- To pool the labour to engage in common tasks.
- To assist the Director in the deployment of labour whenever necessary.
- The above duties to be performed in addition to their routine lab work.
- To review security of both campuses.

13. VEHICLES

Mr. Malay Bisht, Administrative Officer :	Officer in charge
Dr. A. Raghavendra :	Member
Mr. H. Jayaram :	Member Secretary

Functions:

- To keep all the vehicles in working conditions by proper maintenance and servicing.
- To ensure timely payment of road tax, insurance and completion of log book etc.
- To allocate vehicles as per indent following economic instructions circulated from time to time.

14. PHOTOGRAPHY AND EXHIBITION CELL

Dr. Sunil Joshi	:	Chairman
Dr. Navik Omprakash Samodhi	:	Member
Dr. Y. Lalitha	:	Member
Mr. Satandra Kumar	:	Member
Mr. Venugopal	:	Member
Mr. Maruthi Mehanth	:	Member
Dr. B. K. Chaubey	:	Member
Dr. A. Raghavendra	:	Member
Dr. K. J. David	:	Member-Secretary

Functions:

- Photo coverage of important events of the Bureau
- Arrangements for scientific exhibitions as and when required.
- Photography and printing of photographs, submission to AKMU for website updation as per the requirement
- Cataloguing of slides/photographs subject-wise.
- Preparation of material for exhibition/display.
- Re-organize and updation the exhibitions at NBair and establishment of a permanent exhibit room at the research farm.



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15. QUARANTINE CELL & BIOSECURITY

Dr. A. N. Shylesha	:	Chairman
Dr. P. Sreeramakumar	:	Member
Dr. K. Selvaraj	:	Member
Dr. Ankita Gupta	:	Member
Dr. M. Sampath Kumar	:	Member Secretary

Functions:

- Importation 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.

16. FARM DEVELOPMENT, MANAGEMENT AND LAND SCAPING AND POLLINATOR GARDEN AT FARM.

Dr. T. M. Shivalingaswamy	:	Officer-in-charge
Dr. Mahesh Yandigeri	:	Member
Dr. Kesavan Subaharan	:	Member
Dr. K. J. David	:	Member
Dr. B. K. Chaubey	:	Member
Dr. K. Selvaraj & Dr. U. Amala	:	Member Secretaries

Functions:

- Farm development activities, farm establishment, master plan, farm pond, maintenance of bore wells, farm structures, irrigation system, implements, fencing, roads, maintenance of trees, electrification etc.
- To prepare annual cropping plan
- Raising of annual and perennial crops for research.
- Labour Management and farm operations.
- Disposal of farm produce by proposing suitable price as per market changes

17. WOMENS CELL & INSTITUTE WOMENS COMPLAINT COMMITTEE

Dr. Kolla Sreedevi	:	Officer-in-charge
Ms. Susheelamma,		
Sumangali Seva Ashram	:	External Member
Ms. Dipanwita Deb	:	Member
Ms. Anitha P	:	Member
Dr. Ankita Gupta	:	Member Secretary

Functions:

- To hold quarterly meetings to discuss welfare of women employees
- Promoting the welfare of women.
- To address cases of sexual harassment and gender bias, if any.



18. SPORTS-IN- CHARGE

Dr. G. Mahendiran	:	Officer-in-charge
Ms. Naziya Anjum	:	Member
Dr.B.K.Chaubey	:	Member
Ms. L. Lakshmi	:	Member Secretary

Functions:

- To help in the screening for selection of sports persons for participating in ICAR sports meet.
- To encourage sports in NBAIR.
- To look after staff welfare activity

19. INSTITUTE LEVEL TECHNOLOGY MANAGEMENT COMMITTEE

Dr. Chandish R. Ballal	:	Chairman
Head, Division of Germplasm Collection and Characterisation	:	Member
Head, Division of Genomic Resources	:	Member
Head, Division of Germplasm, Conservation and Utilisation	:	Member
Finance & Accounts Officer	:	Member
Mr.Malay Bisht, Administrative Officer	:	Member
Dr. Sudha Mysore, CEO, Agri Innovate	:	IPR External Expert
Dr.Sushil S. M, Pr, Scientist, IISR, Lucknow	:	External Expert (Commercialization)
Dr.T.Venkatesan	:	Member-Secretary

Functions:

- Approval for technology transfer and commercialization
- Approval for cases of filing/maintenance of patent applications and other IP Forms.
- Formulation of ITMU at the institute level.

20. INSTITUTE TECHNOLOGY MANAGEMENT UNIT

Dr.T.Venkatesan	:	Officer-in-charge
Dr. G. Sivakumar	:	Member
Dr. K. Subaharan	:	Member
Dr. Gandhi Gracy	:	Member
Dr. M. Nagesh	:	Member
Finance & Accounts Officer	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Dr. Jagadeesh Patil	:	Member-Secretary

Functions:

- Processing of proposals for technology transfer and commercialization
- Addressing IPR issues of NBAIR
- Cases of filing/maintenance of patent applications and other IP forms.
- Processing of proposals on consultancy services/projects and contract research.



21. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE

Dr. Chandish R. Ballal	:	Chairperson
Head, Division of Germplasm Collection and Characterisation	:	Member
Head, Division of Genomic Resources	:	Member
Head, Division of Germplasm, Conservation and Utilisation	:	Member
Finance & Accounts Officer	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Mr. Satandra Kumar, Officer I/C OIL	:	Member-Secretary

Function:

- To implement official language programme at different levels as per Government of India rules.

22. HINDI CELL (Official Language)

Mr. Satandra Kumar	:	Officer-in-Charge
Dr. Deepa Bhagat	:	Member
Dr. Richa Varshney	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Ms. Dipanwita Deb	:	Member
Ms. Naziya Anjum	:	Member
Dr. Navik Omprakash Samodhi	:	Member

Function:

- To conduct quarterly meetings
- To ensure the timely reports to be sent to Council
- To facilitate imparting Hindi training to staff members
- To prepare all the name boards in bilingual

23. RIGHT TO INFORMATION ACT CELL & VIGILANCE CELL

Dr. M. Nagesh	:	Nodal Officer (RTI)
Mr. Malay Bisht, Administrative Officer	:	Public Information Officer

Function:

- To implement the various procedures laid down in the RTI Act at the NBair.

Dr. M. Nagesh	:	Vigilance Officer
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Function:

- To handle vigilance issues of the Institute



24. PUBLICATION COMMITTEE

Dr. P.Sreerama Kumar	:	Chairman
Dr. Kolla Sreedevi	:	Member
Dr. Ankita Gupta	:	Member
Dr. Veeresh Kumar	:	Member
Dr. Ramya R S	:	Member
Dr. Amala U	:	Member-Secretary

Functions:

- To process and publish annual report, newsletter and other publications including folders, bulletins etc.
- To process and recommend payment of pages charges for high impact factor journals to PME Cell in consultation with the three HODs as a committee

25. P.G./HRD/TRAINING CELL

P.G. CELL

Dr. Kesavan Subaharan	:	Chairman
Dr. Veeresh Kumar	:	Member
Dr. Ankita Gupta	:	Member Secretary

Functions:

- To review periodically the work of students
- To decide about student/training fee structure for difference durations
- To decide about student intake for each scientist

TRAINING CELL

Dr. Rangeshwaran R.	:	Chairman & Nodal Officer
Dr. Sampath Kumar	:	Co-nodal Officer
Dr. T. M. Shivalingaswamy	:	Member
Dr. S. Salini	:	Member
Dr. G. M. Mahendiran	:	Member Secretary

Functions:

- 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 Dept. staff



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26. LIVE INSECT & MICROBIAL REPOSITORY

Dr. Richa Varshney	:	Scientist-in-charge
Dr. Y. Lalitha	:	Member
Mr. Satandra Kumar	:	Member
Dr. Navik Omprakash Samodhi	:	Member Secretary

Functions:

- 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 microbial maintenance and supply

27. MUSEUM

Dr. Ankita Gupta	:	Officer-in-charge
Dr. Sunil Joshi	:	Member (Advisory)
Dr. K. J. David	:	Member
Dr. S. Salini	:	Member
Ms. S. K. Rajeshwari	:	Member
Mr. Umesh Kumar Sanjeev	:	Member
Dr. Mahendiran	:	Member Secretary

Functions:

- To develop master plan for museum and regular activities of museum

28. INSECTARIUM

Dr. Kolla Sreedevi	:	Officer-in-charge
Dr. Ramya. R. S.	:	Member
Dr. Y. Lalitha	:	Member Secretary

Functions:

- To plan regular activities
- Invite schools/colleges to visit insectarium
- To organize National Science Day/open day

29. GRIEVANCE COMMITTEE

Dr.T.M.Shivalingaswamy	:	Chairman
Dr.Y.Lalitha	:	Member
Dr.S.Salini	:	Member
Ms.Naziya Anjum	:	Member-Secretary



Functions:

- To facilitate easy access to individual employees for ventilating their personal grievances and to ensure speedy consideration of grievance and decision thereon.
- The above committee shall meet periodically, at least once in a month, preferably in the last week of every month. However, it may also meet more often as and when necessary at the instance of Chairman/Member Secretary.
- All the employees are requested to send their grievances, if any, to the undersigned by 15th of the month. The grievances/representations received up to 15th of the month shall be considered in the committee meeting and the representation received after 15th of the month will be considered in the next meeting.

30. AGROBIODIVERSITY COMMITTEE

Dr. Kolla Sreedevi	:	Chairperson
Dr. G. M. Mahendiran	:	Member
Dr. Ramya R S	:	Member
Dr. K. J. David	:	Member
Dr. S. Salini	:	Member-Secretary

Functions:

- Compilation of information related to insect genetic resources, Import/Export/Exchange.
- Correspondance regarding agrobiodiversity issues with the Council and other relevant Organizations.

31. MGMG COMMITTEE

Dr. A. N. Shylesha	:	Nodal Officer
Dr. M. Nagesh	:	Member
Dr. T. M. Shivalingaswamy	:	Member
Dr. Kesavan Subaharan	:	Member
Dr. A. Kandan	:	Member
Dr. Amala U	:	Member
Dr. Richa Varshney	:	Member
Dr. K. Selvaraj	:	Member Secretary (Yelahanka campus)
Dr. Jagadeesh Patil	:	Member Secretary (Hebbal campus)

Functions:

- To monitor the activities of the different teams at NBAIR and visit to identified villages
- Compilation and submission of reports



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32. COMMITTEE FOR FMS-MIS/PFMS/AEBAS MODULES

Dr. M. Pratheepa	:	Chairperson
Dr. Navik Omprakash Samodhi	:	Member
Finance & Accounts Officer	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Mr. P. K. Sonkusare	:	Member
Mr. H. Jayaram	:	Member
Ms. Dipanwita Deb	:	Member
Ms. Naziya Anjum	:	Member
Ms. Anitha P	:	Member Secretary

Functions:

- Following of FMS-MIS/PFMS modules
- Monitoring of Aadhaar Enabled Biometric Attendance System

33. STAFF WELFARE COMMITTEE

Dr. A. N. Shylesha	:	Chairman
Finance and Accounts Officer	:	Member
Mr. Malay Bisht, Administrative Officer	:	Member
Dr. Mahesh Yandigeri	:	Member
Ms. M. S. Uma	:	Member
Dr. S. Salini	:	Member
Mr. Ramakrishnaiah	:	Member
Mr. Raghavendra	:	Member-Secretary

Functions:

- To co-ordinate the welfare activities/functions to be conducted at this Bureau

34. SWACHH BHARAT COMMITTEE

ICAR-NBAIR Hebbal campus

Dr. M. Pratheepa/Ms. Ramya R S	:	Chairpersons
Dr. Y. Lalitha	:	Member (Insectory Building)
Dr. A. Raghavendra	:	Member (Main Lab Complex)
Mr. Umesh Kumar Sanjeev	:	Member (Museum and Quarantine)
Mr. P. Raveendran	:	Member (EPN, ITMU and Virus Labs)
Ms. M. S Uma	:	Member (Office Building)
Mr. R. Narayanappa	:	Member (Whole Estate)



ICAR-NBAIR Yelahanka campus

Dr. S. Salini	:	Chaiperson
Dr. Mahesh Yandigeri	:	Member (Main Laboratory)
Dr. K. Selvaraj	:	Member (Net houses)
Dr. Amala U.	:	Member (Old Laboratoties)
Mr. Ramakrishnaiah	:	Member (Whole campus)
Dr. B. K. Chaubey	:	Member (Whole campus)

Functions:

- To maintain cleanliness of both the campuses and surroundings – The members are responsible for the areas indicated in brackets to monitor cleanliness of those areas and inform Mr. R. Narayanappa/Mr. Ramakrishnaiah/Dr. B. K. Choubey for needful.
- Following different guidelines issued by GOI time to time in this regard

All the Committee Chairpersons are requested to meet and submit an action plan for 2020-21 to the Director by 10th June 2020.

Malay Bisht
 (Malay Bisht)

Administrative Officer

प्रशासनिक अधिकारी

Administrative Officer

Distribution:

1. All the above individuals through the Controlling Officers, NBAIR, Bangalore
2. The Incharge, PME Cell, NBAIR, Bangalore
3. All the Lab chiefs, NBAIR Bangalore
4. The Finance and Accounts Officer, NBAIR, Bangalore
5. The Administrative Officer, NBAIR, Bangalore
6. The PS to Director, NBAIR, Bangalore for kind information
7. Guard File.
8. E-mail to all the concerned
9. All the Heads of Departments

आई.सि.ए.आर.-रा. कृ. की सं. ब्यू., बेंगलूरु-५६० ०२४
 ICAR-NBAIR, Bengaluru-560 024