



भा. कृ. अनु. प. - केंद्रीय भेड़ और ऊन अनुसंधान संस्थान  
ICAR - Central Sheep and Wool Research Institute  
Avikanagar, Malpura, Rajasthan - 304501  
Tel. Nos. +91-1437-220162 / 220 164 FAX: +91-1437-220163  
Email: [cao.cswri@icar.gov.in](mailto:cao.cswri@icar.gov.in) :: Web site: [www.cswri.res.in](http://www.cswri.res.in)



F.No- IBC/Admn.II/2023/

Date- 29.04.2024

**OFFICE ORDER**

In supersession to all the earlier office order on the subject, the Director has been pleased to constitute Annual Report Editorial Committee as under:

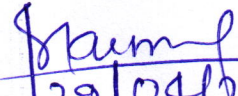
**Annual Report Editorial Committee (For English / Hindi Edition):**

Sl. No.	Name of the Official	Duties / Responsibilities
1.	Dr. Arun Kumar, Director	Chairman
2.	Dr. Surendra Kumar Sankhyan, Pr. Scientist	Member
3.	Dr. Rajiv Kumar, Senior Scientist	Member
4.	Dr. Amar Singh Meena, Senior Scientist	Member
5.	Dr. Dushyant Kumar Sharma, Scientist	Member
6.	Dr. Ajit Singh Mahla, Scientist	Member
7.	Dr. Arvind, Scientist	Member
8.	Sh. Jagdish Prasad Meena (Hindi), ACTO	Member
9.	Dr. Chandra Prakash Swarnkar, Pr. Scientist	Member Secretary

**Terms of Reference:**

- To bring out the Annual Report as per the approved standards and time Line as prescribed by the council / Director, from time to time.
- Any other related duties as assigned by Director.

The above officials will attend to the above assignments in addition to their present duties without any extra remuneration until further orders.

  
29/04/2024  
(I. B. Kumar)

Chief Administrative Officer

**Distribution:**

1. All Concerned by name and their respective controlling officers
2. All Heads of Division/ Sections-in-Charge, ICAR- CSWRI, Avikanagar.
3. All Heads / OIC of the RRCs of ICAR-CSWRI, Avikanagar.
4. AKM Unit, for publishing the same on the website of the Institute.
5. Notice Board/ Guard File.





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**OFFICE ORDER**

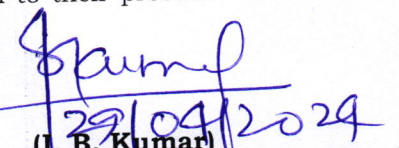
In supersession to all the earlier office order on the subject, the Director has been pleased to reconstitute the committee for publication of “**News Letter**” of the Institute which will cover Institute activities i.e research, training, education, extension, visits, meetings, events etc. as under:

Sl. No.	Name of the Official	Duties / Responsibilities
1.	Dr. Arun Kumar, Director	CHIEF EDITOR
2.	Dr. Randhir Singh, Pr. Scientist & Head	Convenor
3.	Dr. Arvind, Scientist	Asst. Editor
4.	Dr. Ajit Singh Mahla, Scientist	Asst. Editor
5.	Dr. V. V. Kadam, Senior Scientist	Member Editorial Board
6.	Dr. L. R. Gurjar, Senior Scientist	Member Editorial Board
7.	Dr. Dushyant Kumar Sharma, Scientist	Member Editorial Board
8.	Dr. Srobana Sarkar, Scientist	Member Editorial Board
9.	Dr. Ranjeet Singh Godara, scientist	Member Editorial Board
10.	Shri Sunil Saini, Technician	Member Technical Assistance

**Terms of Reference:**

- To bring out the Institute's New Letter(s) as per the approved standards and time Line as prescribed by the council / Director, from time to time.
- Any other related duties as assigned by Director.

The above officials will attend to the above assignments in addition to their present duties without any extra remuneration until further orders.

  
(I. B. Kumar)  
Chief Administrative Officer

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**OFFICE ORDER**

In suppression to all earlier Office Orders on the subject, Director, ICAR - CSWRI, Avikanagar is pleased to reconstitute the following committee /reassign responsibilities, with immediate effect, for smooth functioning of institute and time bound disposal of the related issues:

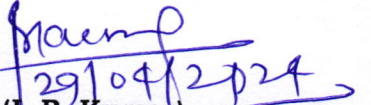
<b>HUMAN RESOURCE DEVELOPMENT (HRD) Cell</b>	
Dr. S. C. Sharma, Principal Scientist	Nodal Officer, HRD Cell
Dr. V. V. Kadam, Senior Scientist	Member
Dr. L. R. Gurjar, Senior Scientist	Member
Dr. S. S. Dangi, Scientist	Member
Sh. J. P. Bairwa, A.C.T.O.	Member
CAO / Head of Office / nominee	Member
CF&AO / Head of Finance / nominee	Member

**Terms of Reference:**

- To prepare Annual Training Plan w.r.t. Scientific, Technical, Administrative & Supporting staff.
- Processing the application of CSWRI staff to attend any training organized by ICAR & any sister Institute.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar

  
(I. B. Kumar)

Chief Administrative Officer

**Distribution:**

5. All Concerned by name and their respective controlling officers.
6. All Heads of Division/ Sections-in-Charge, ICAR- CSWRI, Avikanagar.
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In suppression to all earlier Office Orders on the subject, the Director, ICAR-CSWRI, Avikanagar is pleased to reconstitute the following committee/ reassign responsibilities, with immediate effect, for smooth functioning of institute and time bound disposal of related issues:

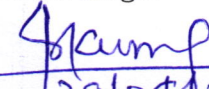
<b>Institute Activities Promotion Committee (IAPC)</b>	
Dr Amar Singh Meena, Senior Scientist	Chairman/PRO
Dr Ranjeet Singh Godara, Scientist	Member
Sh Pillu Meena	Member
Sh Tarun Jain	Member

**Terms of Reference:**

- To promote the achievements and ongoing activities of the Institute in print as well as social media (Institute website, Youtube, Facebook, Instagram, etc.) from time to time for wide publicity.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar

  
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(I. B. Kumar)  
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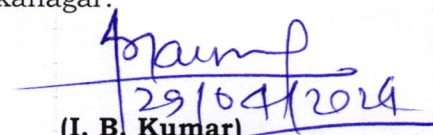
<b>Standing Committee on Benefit sharing (Contract Research / Contract Service/ Licensing of IP)</b>	
Dr. Arun Kumar, Director, ICAR-CSWRI	Chairman
Dr. G. G. Sonawane, Principal Scientist & Head	Member
Dr. Ajay Kumar, Principal Scientist	Member
Dr. Rajiv Kumar, Senior Scientist	Member
Dr. V. V. Kadam, Senior Scientist	Member
Dr. Ajit Singh Mahla, Scientist	Member
Dr. Ranjeet Singh Godara, Scientist	Member
C.A.O / Head of Office/Rep.	Member
Head of Finance /Rep.	Member
Dr. Arvind, Scientist, I/C ITMU	Member Secretary

**Terms of Reference:**

- The committee will look into the matter related to sharing of net revenue available for sharing between various stakeholders in r/o of the income resulting from commercialization of technologies, consultancy services, etc. as per rules.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

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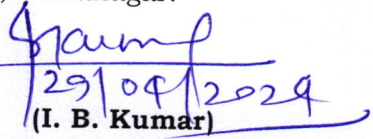
<b>Committee for SCSP</b>	
Dr. Ajay Kumar, Principal Scientist	Nodal Officer
Dr. L. R. Gurjar, Senior Scientist	Co- Nodal Officer
Dr. Amar Singh Meena, Senior Scientist	Member
Dr. S. S. Dangi, Scientist	Member
Dr Ranjeet Singh Godara, Scientist	Member
Sh. M.C. Meena, Asstt. Chief Tech. Officer	Member
Dr. Srishti Soni, Senior Technical Officer	Member
CAO / Rep.	Member
CFAO / Rep.	Member
Sh. Rajendra Macchupuria, Technical Officer	Member Secretary

**Terms of Reference:**

- Taking up activities for development and upliftment of Schedule Castes individuals as per the orders and guidelines issued by the council & GOI from time to time.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

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29/04/2024  
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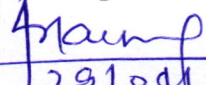
<b>Committee for NEH</b>	
Dr. Ranjeet Singh Godara, Scientist	Nodal Officer
Dr. Vanlalngilneii Ralte, Scientist	Co- Nodal Officer
Dr Amar Singh Meena, Senior Scientist	Member
Dr. Ajit Singh Mahla, Scientist	Member
Dr. Srobana Sarkar, Scientist	Member
Dr. Sarvanan K.A, Scientist	Member
CAO / Head of Office / Rep.	Member
CFAO / Head of Office / Rep.	Member

**Terms of Reference:**

- Taking up activities for development and upliftment of North Eastern Hill area as per the orders and guidelines issued by the council & GOI from time to time.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

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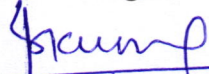
<b>Evaluation Committee for Procurement of Services (Consulting services and outsourcing of services) (ECPS)</b>	
Dr Randhir Singh, Principal Scientist & Head	Chairman
Dr. Ajay Kumar, Principal Scientist	Member
Dr. Rajiv Kumar, Senior Scientist	Member
Dr. S S Dangi, Scientist	Member
Dr. Arvind, Scientist	Member
CAO / Head of Office / Rep.	Member
CFAO / Head of Office / Rep.	Member
AAO (Purchase)	Member Secretary

**Terms of Reference:**

- Drafting and finalizing the documents (Terms & conditions) for the tenders to be issued to eligible parties.
- Ensuring that the tender work is being executed as per the Ts & Cs of the tender documents.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

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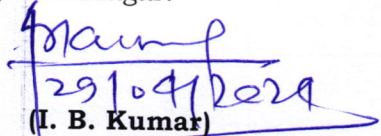
<b>Institute Works Committee (IWC)</b>	
Dr. Rajiv Kumar, Senior Scientist	Chairman
Dr. L. R. Gurjar, Senior Scientist	Member
Dr. S.S. Dangi, Scientist	Member
Sh. M.C. Meena, ACTO	Member
Sh. Neeraj Kumar Meena, Technician	Member
CAO / Head of Office / Rep.	Member
CFAO / Head of Finance / Rep.	Member
I/c Estate Section	Member Secretary

**Terms of Reference:**

- Ensuring timely completion of the works being carried out by CPWD and / or any other party, if any.
- Conducting surprise check at the work site to ensure that quality of the work is being maintained.
- Timely submission of "Works Committee Report" so that the adjustment of the advances may be settled out accordingly.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

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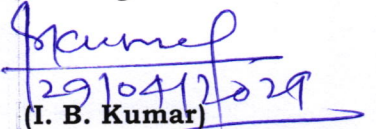
<b>Store Purchase Committee (SPC-I) (Equipment)</b>	
Dr. G. G. Sonawane, Principal Scientist & Head	Chairman
Dr. Rajiv Kumar, Senior Scientist	Member
Dr. L. R. Gurjar, Senior Scientist	Member
Dr. S. S. Dangi, Scientist	Member
CAO / Head of Office / Rep.	Member
CFAO / Head of Finance / Rep.	Member
AAO (Purchase)	Member Secretary

**Terms of Reference:**

- Verifying the description of the equipment as mentioned in the requisition form by the indenter.
- Inspecting the received equipment(s) upon delivery and ensuring that the same matches with the description of the equipment(s) mentioned in the Supply Order.
- Verifying the bill for timely processing of the bill.
- Any other related duties as assigned by Director.

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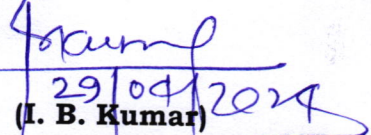
<b>Store Purchase Committee (SPC-II) (CONSUMABLES)</b>	
Dr. Amar Singh Meena, Senior Scientist	Chairman
Dr. S. S. Dangi, Scientist	Member
Dr. Dushyant Kumar Sharma, Scientist	Member
Sh. M. C. Meena, ACTO	Member
Sh. Tarun Kumar Jain, STO	Member
CAO / Head of Office / Rep.	Member
CFAO / Head of Finance / Rep.	Member
AAO (Purchase)	Member Secretary

**Terms of Reference:**

- Verifying the description of the items as mentioned in the requisition form by the indenter.
- Inspecting the received items upon delivery and ensuring that the same matches with the description of the items mentioned in the Supply Order.
- Verifying the bill for timely processing of the bill.
- Any other related duties as assigned by Director.

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The Director, ICAR-CSWRI is pleased to constitute the following committee/ reassign responsibilities, with immediate effect, for smooth functioning of institute and time bound disposal of various issues -

<b>Campus Welfare Committee</b>	
Dr. Rajiv Kumar, Senior Scientist	Chairman
Dr. Amar Singh Meena, Senior Scientist	Member
Sh. M. C. Meena, ACTO	Member
Sh. R. P. Chaturvedi, ACTO	Member
Sh. Tarun Kumar Jain, STO	Member
Sh. Chandra Prakash Tailor, Assistant	Member
Sh. Manish Badola, AAO	Member
Sh. Sumer Singh Rao, Security Supervisor	Member
Sh. Bhim Singh, AO and I/c Estate Section	Member-Secretary

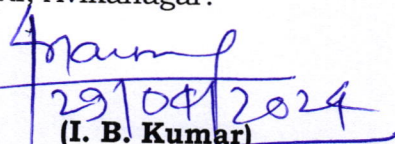
**Terms of Reference:**

- Identifying the problems prevailing in the residential area of the CSWRI Campus and surroundings related to street light, security, trespassing of wild animal. fencing, landscaping, cleaning, upkeeping of plants, etc. and its solution.
- Submitting the proposal w.r.t. resolving the problems as identified.
- Taking timely action on the complaints received from campus residents.
- To coordinate with office in organizing the events of National Importance i.e. Independence Day, Republic Day, etc. so that it may be celebrated with high enthusiasm.
- Any other related duties as assigned by Director time to time.

The above committee will discuss its action taken report as well as suggestions, proposals, etc. fortnightly with the Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar.

  
29/04/2024  
(I. B. Kumar)  
Chief Administrative Officer

**Distribution:**

1. All Concerned by name and their respective controlling officers
2. All Heads of Division/ Sections-in-Charge, ICAR- CSWRI, Avikanagar.
3. All Heads / OIC of the RRCs of ICAR-CSWRI, Avikanagar.
4. AKM Unit, for publishing the same on the website of the Institute.
5. Notice Board/ Guard File.





भा. कृ. अनु. प. - केंद्रीय भेड़ और ऊन अनुसंधान संस्थान  
ICAR - Central Sheep and Wool Research Institute  
Avikanagar, Malpura, Rajasthan - 304501  
Tel. Nos. +91-1437-220162 / 220 164 FAX: +91-1437-220163  
Email: cao.cswri@icar.gov.in :: Web site: www.cswri.res.in



F.No- IBC/Admn.II/2023/

Date- 29.04.2024

**OFFICE ORDER**

In suppression to all the previous orders on the subject, the Director, ICAR - CSWRI is pleased to constitute the following committee / reassign responsibilities, with immediate effect, for smooth functioning of institute and time bound disposal of related issues:

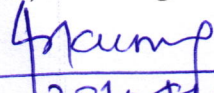
<b>Residential Quarters Allotment Committee (RQAC)</b>	
Dr. Randhir Singh, Principal Scientist & Head	Chairman
Dr. Rajiv Kumar, Senior Scientist	Member
Dr. S. S. Dangi, Scientist	Member
CAO / Head of Office / nominee	Member
CFAO / Head of Finance / nominee	Member
Secretary, IJSC / nominee	Member
I/c Estate	Member Secretary

**Terms of Reference:**

- Scrutinizing the application(s) received from the staff of the ICAR-CSWRI, Avikanagar wrt quarter allotment.
- Submitting the proceedings of the meeting / findings to the director for further n/a.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar.

  
29/04/2024  
(I. B. Kumar)  
Chief Administrative Officer

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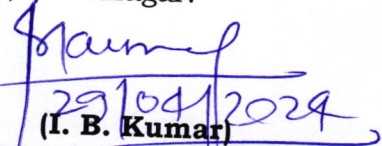
<b>Farm &amp; Campus (including Residential campus) Management Committee (FCMC)</b>	
Dr. Randhir Singh, Principal Scientist & Head	Convenor
Dr Rajiv Kumar, Sr Scientist	Member
Dr. S. S. Dangi, Scientist	Member
Chief Administrative Officer or Rep.	Member
CF&AO / Head of Finance / Rep.	Member
Sh. Jagdish Prasad Bairwa, ACTO	Member
Sh R.P. Chaturvedi, ACTO	Member
Sh Tarun Jain, S.T.O.	Member
Sh. Chandra Prakash Tailor, Assistant	Member
Sh. Sumer Rao, Security Supervisor	Member
Dr. S. C. Sharma, P.S. & I/c Farm Section	Member Secretary

**Terms of Reference:**

- Preparing action plan towards beautification of the CSWRI campus to make it clean, green and healthy.
- Preparing action plan for taking up Swachha Bharat Abhyaan / Swachhta Pakhwada and timely submission of desired reports to Council.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar.

  
29/04/2024  
(I. B. Kumar)  
Chief Administrative Officer

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F.No- IBC/Admn.II/2023/

Date- 29.04.2024

**OFFICE ORDER**

In suppression to all the earlier committees on the subject, the Director, ICAR-CSWRI is pleased to constitute the following committee/ reassign responsibilities, with immediate effect, for smooth functioning of Institute and time bound disposal of the related issues:

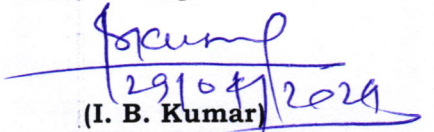
<b>Price Fixation Committee (Farm Products, Livestock, Meat Products, Services and Publications etc.)</b>	
Dr. Ajay Kumar, Principal Scientist	Chairman
Dr. C. P. Swarnkar, Scientist (SG)	Member
Dr. Amar Singh Meena, Senior Scientist	Member
Dr. Arvind, Scientist	Member
CAO / Head of Office / nominee	Member
CFAO / Head of Office / nominee	Member
I/C, Farm Section	Member-Secretary

**Terms of Reference:**

- Taking up regular meetings to revise the prices of various finished and raw products, livestock, services etc of ICAR-CSWRI
- Consideration to revise the rates may be taken at regular interval looking into the inflation of prices of manpower / raw materials etc.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar.

  
(I. B. Kumar)  
Chief Administrative Officer

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F.No- IBC/Admn.II/2023/

Date- 29.04.2024

**OFFICE ORDER**

In suppression to all the previous orders on the subject, the Director, ICAR-CSWRI is pleased to reconstitute the following committee/ reassign responsibilities, with immediate effect, for smooth functioning of Institute and time bound disposal of related issues:

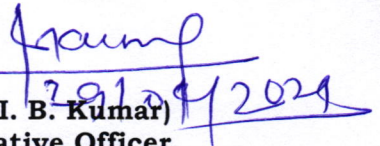
<b>Library Advisory Committee (LAC)</b>	
Director, ICAR-CSWRI, Avikanagar	Chairperson
Dr. S. K. Sankhyan, Principal Scientist	Member
Dr. Rajiv Kumar, Senior Scientist	Member
Dr. Dushyant Kumar Sharma, Scientist	Member
Dr. Ajit Singh Mahla, Scientist	Member
Dr. Seiko Josh, Scientist	Member
I/c PME Cell	Member
CAO / Head of Office / Rep.	Member
CF&O / Head of Finance / Rep.	Member
Incharge-Library	Member Secretary

**Terms of Reference:**

- Identifying the books / journals / magazines to be purchased / procured.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar.

  
(I. B. Kumar)  
Chief Administrative Officer

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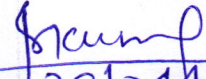
<b>Institute Deputation Committee</b>	
Director, ICAR-CSWRI, Avikanagar	Chairman
Nodal Officer, HRD	Member
I/c PME	Member
Dr. P. K. Mallick, Principal Scientist	Member
Dr. G. Nagarajan, Principal Scientist	Member
Dr. Ajit Singh Mahla, Scientist	Member
CAO / Head of Office / nominee	Member
CFAO / Head of Finance / nominee	Member
AAO ( Establishment)	Member Secretary

**Terms of Reference:**

- Scrutinizing the application(s) received from the staff of the ICAR-CSWRI, Avikanagar wrt Deputation on foreign service.
- Submitting the proceedings of the meeting / findings to the director for further n/a.
- Any other related duties as assigned by Director.

The nominated officials will attend respective assignments in addition to their present duties, without any extra remuneration, until further orders.

This is issued with the approval of the Director, ICAR-CSWRI, Avikanagar.

  
29/04/2024  
(I. B. Kumar)  
Chief Administrative Officer

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