

**ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY  
PO: PAU, LUDHIANA-141004 (PUNJAB)**

F.No. 9(61)/2021-Cdn/

Dated: 17.06.2022

**OFFICE ORDER**

Consequent upon transfer of Sh. H.L.Meena, Sr. Administrative officer of this Institute, and in partial modification of office order F.No.9(61)/2021-Cdn/ dated 13.04.2022, the Director has been pleased to nominate the following officers as In-charge of different Sections/Units/ Work at ICAR-CIPHET, Ludhiana as mentioned against each with immediate effect till further order:-

S.No.	Section/unit/Work	Name of Position	Name of New In-charge/ Alternative In-charge/ Nodal Officer/ Member Secretary/ CPIO
1.	Head of Administration/ Head of Office	I/c CAO	Sh. BC Katoch
2.	Senior Administrative Officer	SAO	--
3.	Administrative Officer	Alternate In-Charge	Sh. Kunwar Singh
4.	PERMISNET	Nodal Officer	Sh. Kunwar Singh
5.	PFMS	Nodal Officer	Sh. Manni Lal
6.	CPPP	Nodal Officer	Sh. BC Katoch
7.	E-Office	Nodal Officer	Sh. BC Katoch
8.	RTI	CPIO (Administration & General Matters)	Sh. RC Meena
9.	Purchase Section-II (Projects, AICRP, CRP Purchase)	I/c Purchase-II	Sh. BC Katoch
10.	Women Complaint Committee for Sexual Harassment of women at workplace	Member Secretary	Sh. RC Meena
11.	CIPHET Staff welfare fund scheme committee	Member	Sh. RC Meena
12.	<b>Tender Opening Committee (TOC)</b>	Member Secretary	Sh. BC Katoch
13.	<b>Tender Evaluation Committee (TEC )</b>	Member Secretary	Sh. BC Katoch
14.	<b>Local Purchase Committee (LPC)</b>	Member Secretary	Sh. BC Katoch
15.	<b>SCSP Committee</b>	Member Secretary	Sh. BC Katoch
16.	<b>Repair &amp; Maintenance Committee</b> (For repairing & AMC of equipments worth Rs. 5.00 lakh & above and estimated cost of repair is more than Rs. 25000/-)	Member Secretary	Sh. BC Katoch
17.	<b>Farm &amp; APC Produce Price Fixation Committee</b>	Member Secretary	Sh. RC Meena

--- Contd---

18.	<b>House Allotment Committee</b>	Member Secretary	Sh. Kunwar Singh
19.	<b>Files weeding-out committee</b>	Nodal Officer/ Member Secretary	Sh. RC Meena

This will be in addition to their normal duties without any extra remuneration.

This issue with the approval of the Director.

**(R.C.Meena)**  
**Chief Administrative Officer**

**Distribution:**

1. All concerned officer (by name).
2. Acting PC (PESEM), ICAR –CIPHET, Ludhiana.
3. Acting PC (PHET), ICAR –CIPHET, Ludhiana.
4. Acting Head (AS&EC, FG&OP, TOT, AST), ICAR –CIPHET, Ludhiana
5. Acting Head (HCP)/ In-charge ICAR –CIPHET, Abohar.
6. In-charge, KVK, ICAR –CIPHET, Abohar.
7. Head of Office, ICAR-CIPHET, Ludhiana.
8. F&AO, ICAR-CIPHET, Ludhiana.
9. I/c P&S, ICAR-CIPHET, Ludhiana.
10. DDO, ICAR-CIPHET, Ludhiana.
11. In-charge PME Cell, ICAR –CIPHET, Ludhiana.
12. In-charge Librery, ICAR –CIPHET, Ludhiana.
13. In-charge ITMU, ICAR –CIPHET, Ludhiana.
14. In-charge LCPC, ICAR –CIPHET, Ludhiana.
15. In-charge Workshop, ICAR –CIPHET, Ludhiana.
16. Vigilance Officer, ICAR-CIPHET, Ludhiana.
17. Administrator e-Office, ICAR-CIPHET, Ludhiana.
18. I/c Estate Management Section, ICAR-CIPHET, Ludhiana.
19. I/c AKMU, ICAR-CIPHET Ludhiana for uploading at institute's website
20. PS to Director, ICAR-CIPHET, Ludhiana.
21. Gaurd File [F. No. 9(39)/2016-Cdn]