

(279)

CSIR-Central Building Research Institute, Roorkee

No 76(36)/2007/Personnel

Dated 29.03.2023

OFFICE MEMORANDUM

In continuation of this office OM of even No dated 17.03.2023, the following Committees are hereby notified for information of all concerned;

A. Apex and Statutory Committees

I. Research Council

S.No	Composition	
1	Prof Mahesh Tandon, TCPL	Chairman
2	Prof Manohar Viladkar, IIT Roorkee (Retd)	Member
3	Prof Monto Mani, IISc Bangalore	Member
4	Prof Ranjana Mittal, SPA, New Delhi	Member
5	Lt Gen Suresh Sharma, Indian Army & Corps (Retd)	Member
6	Dr V Ramachandra, Ultratech, Mumbai	Member
7	Dr P K Das, NTF Rural Housing & Habitat, GOI	Member
8	Prof Sharada Srinivasan, NIAS Bangalore	Member
9	Prof Manoranjan Parida, CSIR-CRRI	Member
10	Prof R Pradeep Kumar, CSIR-CBRI Representative	Member
11	Dr H C Arora	Secretary

RC has been constituted by CSIR and it functions as per the Bye laws laid down by CSIR. The above RC will function up to 31 Dec 2023.

II. Management Council

S.No	Composition	
1	Prof R Pradeep Kumar, Director, CSIR-CBRI	Chairman
2	Prof V Anantha Ramakrishna, Director CSIR-CSIO	Member
3	Dr D P Kanungo, Chief Scientist	Member
4	Dr H C Arora, Principal Scientist	Member
5	Dr Soumitra Maiti, Pr Scientist	Member
6	Dr Hemlata, Scientist	Member
7	Shri Dinesh Kumar, Tech Asstt	Member
8	Head RPBD/PME	Member
9	COFA/FAO	Member
10	COA/AO	Member Secretary

MC has been constituted by CSIR and it functions as per the rules laid down by CSIR. The above MC will function up to 31 Dec, 2023.

III. Finance Committee (Investment Committee)

S.No	Composition	
1	Ar S K Negi, Chief Scientist	Chairman
2	Dr Achal Kumar Mittal, Chief Scientist	Member
3	Dr S R Karade, Chief Scientist	Member
4	COA/AO	Member
5	F&AO	Member/Convenor

Responsibilities : The Committee will scrutinize the proposal for investment of the Institute's funds in the bank and advise /recommend to the Director from time to time in matters of investment of the Institute's funds as per the guidelines laid down by CSIR. The Committee is expected to meet on a need basis or at least once in two months.

IV. AcSIR Committee

S.No	Composition	
1	Prof R Pradeep Kumar, Director CSIR-CBRI	Chairman
2	Dr DP Kanungo, Chief Scientist	Member
3	Dr Anindya Pain, Principal Scientist	Member
4	Dr Siva Chidambaram, Sr Scientist	Member
5	Dr Jeeshan Khan, Sr Scientist	Member
6	Dr SR Karade, Chief Scientist	Member
7	Dr S K Panigrahi, Sr Pr Scientist	Member

Responsibilities: The committee will advise the Director on all the matters related to AcSIR. The above committee will function up to 17 August 2023. The committee is expected to meet on a need basis or at least once in two months.

V. ISTAG Committee

S.No	Composition	
1	Ar. S. K. Negi	Chairman
2	Dr L.P. Singh, Sr. Pr. Scientist	Member
3	Dr S. Ganesh Kumar, Sr. Scientist	Member

Responsibilities: The committee will advise the Director on all matters related to International S&T affairs. The committee is expected to meet on a need basis or at least once in three months.

VI. RTI Committee

S.No	Composition	
1	Dr D.P. Kanungo, Chief Scientist	First Appellate
2	Dr S K Panigrahi, Sr Pr Scientist	CPIO
3	Shri Sushil Kumar, Pr Technical Officer	Member

Responsibilities: The committee will advise the Director on all matters related to RTI. The committee is expected to meet on a need basis or at least once in two months.

VII. Administrative Affairs Committee (AAC)

S.No	Composition	
1	Director	Chairman
2	Advisors of Committee Clusters	Members
3	Co-Advisors of Committee Clusters	Members
4	Dr Achal Mittal, Chief Scientist	Director's nominee
5	Dr S R Karade, Chief Scientist	Director's nominee
6	Civil Engineer	Invitee
7	PS to Director	Non-member Secretary

Responsibilities : The Committee shall advise the Institute /Director on administrative matters. AAC is expected to meet once a week.

B. Research & Development Committees

I. Research / Publications Ethics & Sc Vigilance Committee

S.No	Composition	
1	Dr D P Kanungo, Chief Scientist	Chairman
2	Dr Rajesh Verma, Sr Principal Scientist	Co-Chair
3	Dr Debductta Ghosh, Sr Scientist	Member
4	Er Rajesh Kumar, Sr Scientist	Member
5	Dr R. Siva Chidambaram, Sr Scientist	Member
6	Smt Aswathi MS	Member

Scientific Vigilance Committee will act in addition:

S.No	Composition
1	COA/AO
2	Shri Sachin Kumar, Technical Assistant
3	Shri Ajay Dwivedi, Sr Technical Officer
4	Shri Vaibhav Mittal, AcSIR student
5	Shri Yogesh RV, AcSIR student
6	Shri Sai Teja Kuchipudi, AcSIR student
7	Ms Priyanka Sharma, AcSIR student

Responsibilities : The Committee will advise the Institute on all matters related to publication ethics. The Committee will take up Scientific Vigilance cases as and when a matter is referred to the Committee. The Committee will do a thorough investigation of the complaint and submit the report to the Institute. The above Committee shall function up to 3 October 2024.

Note : Chair and C—Chair will act as Ethics Officer of the Institute. The advisor will be part of the Committee for all vigilance related cases

S.No	Composition	
1	Dr Harpal Singh, Chief Scientist	Chairman
2	Dr D P Kanungo, Chief Scientist	Member
3	Dr Nagesh Babu Balam, Principal Scientist	Member
4	Dr Anindya Pain, Principal Scientist	Member
5	Dr Debdutta Ghosh, Sr Scientist	Member
6	Dr Hemlata, Scientist	Member
7	Dr Kishor S Kulkarni, Sr Scientist	Member
8	Smt Gayatri Devi, Sr TO	Member
9	External member to be co-opted on a need basis	Member

Responsibilities: The Committee will meet as and when a matter is referred to the Committee. The Committee will do a thorough investigation of the complaint and submit the report to the Institute. The above Committee will function up to 3rd October 2024.

III. Computing Resources Committee (CRC)

S.No	Composition	
1	Dr Anindya Pain, Principal Scientist	Chair
2	Dr Debdutta Ghosh. Sr Scientist	Member
3	Dr Nagesh Babu Balam, Principal Scientist	Member
4	Dr Soju J Alexander, Principal Scientist	Member
5	Shri Amit Kush, Sr TO	Member / Convenor

Responsibilities: The Committee shall advise / recommend to the Director regarding the purchase of computers for the Institute and personnel. Provides advice on the purchase of software. Providing advice on maintenance and upkeep of computer facilities. The Committee is expected to meet once a month.
Note: The Chair of the Committee will act as the nodal officer for ICT.

IV. Knowledge Resources Committee(KRC)

S.No	Composition	
1	Dr P K S Chauhan, Sr Principal Scientist	Chairman
2	Dr Soumitra Maiti, Pricipal Scientist	Member
3	Dr Naval Kishore ,Principal Scientist	Member
4	Dr Hemlata, Scientist	Member
5	Dr S K Senapati, Library Officer	Member/Convenor

Responsibilities: The Committee will give advice/recommendations to the Director regarding the development of KRC and will advice on the latest

development in IT, networking, library automation etc. It will liaise with KRCs of other CSIR labs. It will maintain the published scientific records, such as papers, reports, newsletters etc of the Institute. It will take up any other work assigned by the Director. The Committee is expected to meet once a month.

V. IPR & Industrial Interaction Committee

S.No	Composition	
1	Dr B S Rawat, Sr Principal Scientist	Chairman
2	Dr Manojit Samant, Principal Scientist	Member
3	Shri Vineet Saini, Principal Scientist	Member
4	Ms Hina Gupta, Sr Scientist	Member/Convenor

Responsibilities: The IPR committee will seek complaints from individuals if they claim that they have also contributed to the work being sent as a patent and they should also be considered as part of it. The IPR Committee will ensure that the patent being filed is not a repetition / insignificant change of the work already done in CBRI. This work should not be a part of a collaborative/sponsored project. If so, prior permission from the sponsor/associate will be required to file the patent. The IPR Committee will ensure that the patent application is sent through the group coordinator or project leader to whom the work is related. The IPR Committee will work as per the format prescribed by the Patent Application, CSIR. The Committee shall work in close coordination with PBD. The Committee is expected to meet once a month. Note: The Chair of the Committee will act as the nodal officer for Intellectual Property Rights and Industrial Interaction activities.

General Admin Committee

I. House /Space Allocation & Campus Development Committee

S.No	Composition	
1	Ar S.K.Negi, Chief Scientist	Chairman
2	Dr Nagesh Babu Balam, Principal Scientist	Member
3	Dr. R S Bisht, Principal Scientist	Member
4	Dr Soumitra Maiti, Principal Scientist	Member
5	COA/AO	Member
6	Civil Engineer	Member
7	Shri Dinesh Kumar, Technical Assistant	Member
8	Section officer (General)	Member/Convenor

Responsibilities: The Committee will receive the applications/ requests for house/space allocation. It will review and certify the priority list before issuing information regarding allotment of houses. It will examine all matters other than the general allotment and will also consider any other sent by the Director and give its advice/recommendations. It will prepare the standards for allotment of space/room for different categories of personnel in the Institute. It will ascertain the present status of available vacant space in the Institute. It will also handle other matters under the subject referred to it by the Director. The Committee's recommendations shall be recorded in minutes. The same shall be sent to the Director for advice/approval. The Committee is expected to meet at least once a month.

S.No	Composition	
1	Dr D P Kanungo, Chief Scientist	Chairman
2	Dr L P Singh, Sr Principal Scientist	Member
3	Ms Hina Gupta, Sr Scientist	Member
4	AO	Member
5	F&AO	Member
6	S&PO	Member /Convenor
7	Shri Jalaj Parashar, Pr Technical Officer	

Responsibilities: The Committee will give advice/recommendations to the Director regarding all the matters relating to purchases. The Committee will take care of permanent items disposal also. It will take up any other work assigned by the Director. The Committee is expected to meet as and when needed or at least once a month.

III. Works Committee

S.No	Composition	
1	Dr Achal Mittal, Chief Scientist	Chairman
2	Dr S R Karade, Chief Scientist	Member
3	Dr Ajay Chourasia, Chief Scientist	Member
4	Dr P K S Chauhan, Sr Principal Scientist	Member
5	Dr Manojit Samanta, Principal Scientist	Member
6	Dr Nagesh Babu Balam, Principal Scientist	Member
7	Ar Naveen Nishant, Scientist	Member
8	Civil Engineer	Member/Convenor
9	AO	Member
10	F&AO	Member
11	Shri Jalaj Parashar Pr Technical Officer	Member

Responsibilities: The Committee will prepare the standard procedure for the smooth process of property management and security of CSIR-CBRI Property. It will review the progress (both financial and technical) of the projects from time to time. It will interact with the contractors regarding the delay in work, evaluate the cases of increase in rates/cost etc and make necessary recommendations in such cases. It will act as negotiating committee with tenders as and when required. It will prepare local guidelines /procedures for the smooth operation of construction /engineering works, the delegation of powers arranging revolving funds for civil and electrical works related to maintenance and other immediate needs etc. It will check documents related to the memorandums, agreements etc from the legal/administrative point of view, refer the matter to Legal Advisor, CSIR, if necessary. The Committee is expected to meet as and when needed and at least once a month.

IV. Social welfare Committee

S.No	Composition	
1	Dr S K Panigrahi, Sr Principal Scientist	Chairman
2	Dr Soumitra Maiti, Principal Scientist	Member
3	Dr Chandan Swaroop Meena, SrScientist	Member
4	Civil Engineer	Member
5	Dr Ajay Dwivedi, Sr Tech Officer	Member
6	Smt Sheema Farhat, ASO	Member
7	Shri Rajeev Bansal, Sr Technician	Member
8	Shri Desh Raj, Lab Assistant	Member

Responsibilities: The Committee will give advice to the Director regarding campus development from time to time. The Committee will consider the problems of the colony residents and welfare-related activities of the colony and give advice/recommendations to the Director. The Committee is expected to meet at least once a month.

V. Health and Medical Committee

S.No	Composition	
1	Dr P C Thapliyal, Sr Principal Scientist	Chairman
2	Dr R S Bisht, Principal Scientist	Member
3	Dr Chanchal Sonkar, Sr Scientist	Member
4	Ms Veena Choudhary, Scientist	Member
5	COA/AO	Member
6	S&PO	Member
7	F&AO	Member
8	Dr M K Sinha, Medical Officer	Member
9	Section Officer(General)	Member/Convenor

Responsibilities: The Committee will periodically review/investigate and dispose of all matters related to the smooth functioning of the CBRI dispensary and give advice/recommendations to the Director. The Committee will give advice/recommendations to the Director regarding payment of the indoor medical cases taken in emergency situations to the employees , pensioners and their family members.

Note: The Committee shall take care of emergency medical support in consultation with the Committee advisor. The Committee is expected to meet as and when needed and at least once a month.

VI. Pensioners Coordination Committee

S.No	Composition	
1	Dr P K S Chauhan	Chairman
2	Dr Neeraj Jain, Principal Scientist	Member
3	Section Officer (General)	Member Convenor
4	Section Officer (Accounts)	Member
5	President and Secretary, Pensioners group	

Responsibilities: The Committee will give advice/recommendations to the Director regarding all the matters related to pensioners. It will take up any other work assigned by the Director. The Committee is expected to meet as and when needed or at least once in three months.

Out Reach & Dissemination Committees

I. Student Training Committee

S.No	Composition	
1	Shri Nadeem Ahmad, Sr Principal Scientist	Chairman
2	Dr Soumitra Maiti, Principal Scientist	Member
3	Dr Hemlata, Scientist	Member /Convenor
4	Dr Sandeep Gupta, Scientist	Member

Responsibilities: The Committee will take care of the student training activities. It will give advice to the Director regarding new programs/events and summer/winter camps from time to time. The Committee is expected to meet at least once a month.

II. Skill Development Committee

S.No	Composition	
1	Dr R Dharmaraju, Chief Scientist	Chairman
2	Dr Koushik Pandit, Sr Scientist	Member
3	Dr Chandan Swaroop Meena, Sr Scientist	Member /Convenor
4	Dr Muslim Ansari, Scientist	Member

Responsibilities: The Committee will take care of the skill development activities. It will give advice to the Director regarding new programs/events from time to time. The Committee is expected to meet at least once a month.

Outsource Service Committees

I. Support Staff Committees (Manpower Committee)

S.No	Composition	
1	Dr D P Kanungo Chief Scientist	Chairman
2	Dr S K Panigrahi , Sr Principal Scientist	Member
3	Dr Nagesh Babu Balam, Principal Scientist	Member
4	Administrative Officer	Member/Convenor

Responsibilities: The Committee will advice the Director on all the issue pertaining to support staff. The Committee is expected to meet as and when needed at least once a month.

II. GH, Canteen and Cafeteria Committee

S.No	Composition	
1	Dr L P Singh Sr Principal Scientist	Chairman
2	Dr Siva Chidambaram , Sr Scientist	Member
3	Shri Ashish Pippal, Sr Scientist	Member
4	Administrative Officer	Member/Convenor

Responsibilities: The Committee will advise the Director on all the issues pertaining to Guest Houses, Canteen and Cafeteria. The Committee will take time to time feedback from the users and ensure proper quality of service from the contractor. The Committee is expected to meet as and when needed and at least once a month.

III. Safety and Security Committee

S.No	Composition	
1	Dr Harpal Singh, Chief Scientist	Chairman
2	Dr A Aravind Kumar , Sr Scientist	Member
3	Dr Neeraj Jain, Principal Scientist	Member
4	Smt Gayatri Devi, Sr. Technical Officer	Member
5	COA/AO	Member
6	F&AO	Member
7	Civil Engineer	Member
8	Shri V P S Rawat, Security Officer	Member/Convenor

Responsibilities: The Committee will observe the security arrangements of the Institute from time to time and on the basis of advice/recommendations of the Committee, the Director will take appropriate action to strengthen the security arrangements. The Section Officer(R) will look after the security work in the absence of the Security Officer. The Committee is expected to meet as and when needed and at least once a month.

Note: The Chair of the Committee will act as the Nodal Officer for Security Biometrics & CCTV. The Chair will also take care of laboratory procedures.

IV. Horticulture Committee

S.No	Composition	
1	Dr P K S Chauhan, Sr Principal Scientist	Chairman
2	Dr Leena Chourasia , Sr Principal Scientist	Member
3	Shri Raj Kumar, Scientist	Member
4	Shri Sohrab Khan, Sr Technician	Member/Convenor

Responsibilities : The Committee will advise the Director on all the matters pertaining to Horticulture . The Committee will give time to time feedback and ensure proper quality of service from the contractor. The Committee is expected to meet as and when needed and at least once a month.

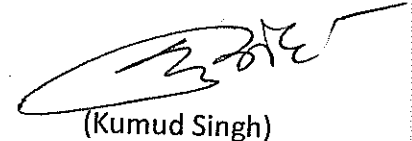
S.No	Composition	
1	Shri Nadeem Ahmad, Sr Principal Scientist	Chairman
2	Shri Siddarth , Sr Scientist	Member
3	Ms Aswathy M S , Sr Scientist	Member
4	Shri Mehar Singh, Hindi Officer	Member/Convenor

Responsibilities: The Committee will advise the Director on all the matters pertaining to transport and use of institute vehicles. The Committee is expected to meet as and when needed and at least once a month.

The Director, CSIR-CBRI has further been pleased to nominate the following officials to act as advisor and Co-Advisor in the following Cluster Committees

- a. Dr D P Kanungo, Chief Scientist will act as Advisor and Shri Avnish Kumar FAO as Co-Advisor for Research and Development Committees.
- b. Dr R Dharmaraju, Chief Scientist will act as Advisor and Shri Ajay Sharma, SPO as Co-Advisor for Outreach & Dissemination Committees
- c. Ar S K Negi , Chief Scientist will be Advisor and Smt Kumud Singh, COA as Co-Advisor for General Admn Committees
- d. Dr Harpal Singh, Chief Scientist will be the Advisor and Shri Parvesh Chand , AO as Co -Advisor for Outsource Service Committees.

This office Memorandum supersedes all the memorandums issued earlier with reference to the Committees. The tenure of all the Committees constituted within the Institute will be for two years from the date of notification, unless otherwise stated.



(Kumud Singh)

Controller of Administration

Copy to:

1. All concerned officials
2. All staff members
3. PS to Director
4. PS to AO/COA
5. F&AO
6. S&PO
7. SO(G/E/P)

सीएसआईआर-केन्द्रीय भवन अनुसंधान संस्थान

रुड़की-247667

सं. 82(29)/2009-सतर्कता

दिनांक: 17.05.2023

कार्यालय ज्ञापन

1. निदेशक, सीएसआईआर-केन्द्रीय भवन अनुसंधान संस्थान, रुड़की ने कार्य स्थलों पर महिलाओं के यौन उत्पीड़न से संबंधित यौन उत्पीड़न की शिकायतों की जांच के लिए आंतरिक शिकायत समिति का गठन किया है। समिति के सदस्य निम्नवत हैं:

क्र.सं.	आंतरिक शिकायत समिति की संरचना	
01.	डा. लीना चौरसिया, वरिष्ठ प्रधान वैज्ञानिक	अध्यक्ष
02.	डा. आर. धर्मराजू, मुख्य वैज्ञानिक	सदस्य
03.	सुश्री कुमुद सिंह, प्रशासन नियंत्रक	सदस्य संयोजक
04.	सुश्री दीप्ति कर्माकर, वरिष्ठ तकनीकी अधिकारी	सदस्य
05.	डा. (श्रीमती) संगीता अग्रवाल, प्रसूति रोग विशेषज्ञ, हैप्पी फेमिली हॉस्पिटल, सुभाष नगर, रुड़की-247667	सदस्य(एनजीओ)

2. शिकायत समिति को, सीसीएस (सीसीए) नियमावली 1965 के प्रयोजन के लिए अनुशासनिक प्राधिकारी द्वारा नियुक्त जांच प्राधिकारी माना जाएगा। कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध एवं निवारण) अधिनियम 2013 में निहित प्रावधानों के अनुसार जांच की जाएगी। शिकायत समिति की रिपोर्ट को जांच रिपोर्ट के रूप में माना जाना चाहिए। यह समिति महिला कर्मचारी/कर्मचारियों द्वारा यौन उत्पीड़न के खिलाफ की गई शिकायतों की जांच करेगी और यदि आवश्यक होगा तो आगे जांच की जाएगी। जांच पूरी होने पर, समिति आगे आवश्यक कार्रवाई के लिए, निदेशक, सीएसआईआर-सीबीआरआई को अपने निष्कर्ष प्रस्तुत करेगी।
3. शिकायत समिति की कार्यवाही में भाग लेने के लिए गैर सरकारी सदस्य, आयोजित करने के लिए गैर सरकारी संगठन के सदस्य को, कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध एवं निवारण) नियमावली, 2013 के नियमानुसार, भत्ता एवं यात्रा व्यय की प्रतिपूर्ति का अधिकार होगा।
4. उक्त समिति का कार्यकाल इस कार्यालय ज्ञापन के जारी होने की तिथि से 3 वर्ष का होगा।



(कुमुद सिंह)

प्रशासन नियंत्रक

प्रतिलिपि:

1. सभी संबंधित व्यक्तियों को
2. निदेशक महोदय के सूचनार्थ
3. प्रशासनिक अधिकारी/प्रशासन नियंत्रक के सूचनार्थ

No. 82(29)/2009-Vig.

Dated : 17.05.2023

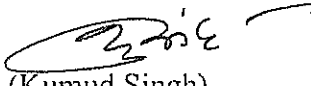
OFFICE MEMORANDUM

Sub. : Constitution of Complaints Committee under Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – Reg.

1. Director, CSIR-Central Building Research Institute, Roorkee has been pleased to constitute the Internal Complaints Committee to look into the Sexual Harassment complaints pertaining to sexual harassment of women in work places. The members are as under :

Sr. No.	Composition of Internal Complaints Committee	
01.	Dr. Leena Chourasia, Sr. Principal Scientist	Chairperson
02.	Dr. R. Dharmaraju, Chief Scientist	Member
03.	Mrs. Kumud Singh, CoA	Member Convener
04.	Smt. Deepti Karmakar, Sr. Technical Officer (2)	Member
05.	Dr.(Mrs.) Sangeeta Agarwal, Gynaecologist, Happy Family Hospital, Subhash Nagar, Roorkee - 247667.	Member (NGO)

2. The Complaints Committee shall be deemed to be the inquiring authority appointed by the disciplinary authority for the purpose of CCS (CCA) Rules, 1965. The inquiry will be conducted as per provisions contained in Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. The report of the Complaints Committee should be treated as enquiry report. It will examine the complainants made against sexual harassment by women employee(s) and, if necessary, conduct an enquiry. On completion of the same, the Committee will submit its findings to the Director CSIR-CBRI for further necessary action.
3. The NGO member will be entitled to allowances and reimbursement of travel cost as per Rule of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Rules, 2013 for holding the proceedings of the Complaints Committee.
4. The tenure of above Committee will be of three years from the date of issue of this O.M.


(Kumud Singh)

Controller of Administration

Copy to :

1. All concerned persons
2. PS to Director
3. PS to AO/CoA
4. Notice Board
5. Sh. Amit Kush, Sr. T.O.(2) - for uploading on CBRI website.