



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061



F. No. 11-4/2020/Estt./

Dated 27th August 2020

Office Order

The Director, ICAR-CIFE Mumbai is constituted the Works Committee with the following Officers with immediate effect and until further orders:-

1.	Dr. Aparna Chaudhari, Head, FGB	..	Chairperson
2.	Dr. Swadesh Prakash, PS & Incharge (Works)	:	Member
3.	Dr. Kundan Kumar, Scientist	..	Member
4.	Dr. Chandrakant M.H., ACTO	..	Member
5.	Chief Finance & Accounts Officer	:	Member
6.	Sr. Administrative Officer	..	Member
7.	Ms. C. S. Khundol, AAO	:	Member
8.	Shri Sagar Sawant, Technical Officer	..	Member Secretary

Chairperson, Works Committee can co-opt members concerning to the respective works/items/expertise as and when necessary.

TERMS OF REFERENCE

1. The responsibility of Works Committee includes scrutiny of indents, examination of proposals and work specifications submitted by Works Section from technical angle, etc. and recommend them to be taken up on priority in ordering.
2. To review the progress of works undertaken by the Institute at the Headquarters and Sub-Centres from time to time. To oversee the Phase-IV works pertaining to construction of new items of works including progress and the quality of construction.
3. Scrutiny of indents related to procurement of items related to Works Section (like Procurement of Air-conditioners, Furniture/Fixture, Materials required for day to day maintenance) for further recommendation and execution.
4. The Committee will recommend taking up developmental activities in both the Campuses like Gardening, Landscaping, Laying Roads, beautification, etc.
5. The Committee will meet at least once in a month to discuss fresh items and action taken in this regard. The proceedings of each meeting are to be submitted to the Director, CIFE.
6. The Members, of the Committee should attend the meetings themselves and no representation and substitution is allowed.

The Terms of Reference (TOR) are only indicative, not exhaustive which may be revised, modified or enlarged at any point of time by the Competent Authority.

This supersedes the earlier Office Order No. 25-3/2015/Admn dated 11th October 2017.

[Handwritten Signature]
28/08/2020

Senior Administrative Officer (I/C)

Distribution:

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