

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,
Andheri (W), Mumbai – 400 061.

F.No.25-3/2015/Admn/ 212

Dated 1st September 2017

Office Order

The Director, ICAR-CIFE Mumbai is pleased to constitute the Works Committee with the following Officers with immediate effect:-

1.	DrB.B.Nayak, Head, FRPHM	..	Chairperson
2.	Dr. Swadesh Prakash, Principal Scientist	..	Member
3.	Dr.A.K.Balange, Senior Scientist	..	Member
4.	Dr. Gireesh Babu, Scientist	..	Member
5.	Chief Finance & Accounts Officer	:	Member
6.	Sr. Administrative Officer	..	Member
7.	Shri Sagar Sawant, Sr. Technical Assistant	..	Member
8.	Dr. Paramita Banerjee Sawant, Senior Scientist	..	Member-Secretary

Chairman, 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 issued in this regard.


(Abhay Mudgal)
Administrative Officer

Distribution:

1. All Concerned Officials.
2. Director.Cell
3. All HODs
4. CF&AO/Sr.A.O./FAO/All AAOs/Secretary, IJSC.
5. staff.hq@cife.edu.in
6. webmaster@cife.edu.in
7. Guard File.