



# भा.कृ.अनु.प - राष्ट्रीय याक अनुसंधान केन्द्र

ICAR - NATIONAL RESEARCH CENTRE ON YAK

दिरांग-७९०२०२, पश्चिम कामेंग जिला, अरुणाचल प्रदेश, भारत

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F. No. 2(94)/1997-Admn./

Effective Date : 01.08.2022

## CHARTER OF DUTIES

Sl. No.	Particulars	Sl. No.	Particulars
01.	<b>Director' Cell</b> PS : Mr. Khokan Paul Peon: Mr. Nima Dorjee	02.	<b>PME &amp; P MEC</b> <b>Chairperson:</b> Dr Dinamani Medhi <b>Members:</b> 1.Dr.Aneet Kour 2. Dr Mokhtar Hussain 3.Mrs Dauli Rani
03.	<b>Administration:</b> AO:Mr. Ngoichung Khochilu AAO: Mr G S Sinha <b>Establishment I:</b> T.W. Sharchokpa <b>Establishment II:</b> Mrs R. Dirkipa <b>Record Maintenance and upkeep:</b> AAO:	04.	<b>Staff Welfare</b> <b>Chairperson:</b> Mr N. Khochilu <b>Members:</b> 1. Mr. Sanjoy Sarkar 2. Mrs. Chokyang Lhamu 3. Mr. N.K. Choudhary
05.	<b>Hindi Cell</b> <b>Chairperson :</b> <b>Members:</b> 1 Mr Gautam Chatterjee 2, Mr Ashok Thakur	06.	<b>Women/Internal Committee</b> <b>Chairperson:</b> Mrs. Chokyang Lhamu <b>Members:</b> 1.Mrs. R.D. Dirkipa 2. Mrs Mudang Yapa 3.AAO. –Member Secretary 4.External Member as nominated
07.	<b>Technical Cell</b>  <b>Chairperson:</b> Dr. Vijay Paul <b>Members:</b> 1. Dr K Mepfhuo 2.Dr M S Jatana	08.	<b>Guest Houses:</b> <b>A) Scientist's home, Old Guest house, Auditorium &amp; Canteen</b> <b>Chairperson:</b> Mr Khokan Paul <b>Members:</b> 1. Mr G S Sinha 2. Mr. T.W. Sharchokpa <b>B) Camp house, Guwahati</b> <b>Chairperson:</b> Dr Mokhtar Hussain
09.	<b>Finance and Accounts:</b> <b>Chairperson:</b> Dr Vijay Paul, I/C FAO <b>Members:</b> 1.Dr Mokhtar Hussain, DDO 2. LDC: Mrs M. Yapa 3. Mr Dawa Tsering	10.	<b>Vigilance</b>  Dr. D. Medhi (approved by ICAR)
11.	<b>Store Section</b> <b>Chairperson:</b> Mr. G. Chatterjee <b>Members:</b> 1. Mudang Yapa 2.Ashok Thakur	12.	<b>AEBAS</b>  Director
13.	<b>Public Relation, Extension &amp; Kisan Sarathi</b> <b>Chairperson:</b> Dr K Mepfhuo <b>Members:</b> 1.Mr. P. Namje 2.Mr. Tsering Khandu	14.	<b>Centre for Technology Innovation &amp; Economic Research</b> <b>(CTIER)/CPGRAMS &amp; HRD</b> Dr. Vijay Paul
15.	<b>Recreation &amp; Sports</b> <b>Chairperson:</b> Mr. Phunchu Namje <b>Members:</b> 1.T.W. Sharchokpa 2.Mr. Tsering Khandu	16.	<b>EMD</b>  Mrs R D. Dirkipa

17.	<b><u>Dispensary (Human &amp; Veterinary)</u></b> <b>Chairperson:</b> Dr Aneet Kour <b>Members:</b> 1. Mrs. Chokyang Lhamu 2. Mr P.K. Nath	18.	<b><u>Procurement of Goods and Services in Gem</u></b> <b>Chairperson.</b> AO (Procurement officer) <b>Members:</b> 1. Mr Gautam Chatterjee 2. Mr Nima Dorjee (DA) 3. Mr Joydeep Sharma
19.	<b><u>Animal Farm</u></b> <b>Chairpersons (Equal and independent charges)</b> 1. <b>Dr Aneet Kour</b> (Molecular genetic characterization, Breeding policy through ONBS& ART and setting up of elite herd of superior breeding value) 2. <b>Dr Mokhtar Hussain</b> (Personnel management, set time AI and overall upkeep) 3. <b>Dr M Jatana</b> [Fodder production and conservation] 4. <b>Dr Safeeda Begum</b> (Animal Health)	20.	<b><u>Court Case / ICAR-ERP / National Career Service (NCS)/eOffice</u></b> <b>Chairperson:</b> Mr. N. Khochilu <b>Members:</b> 1. Mr G S Sinha 2. Mrs R D. Dirkipa
21.	<b><u>RTI</u></b> <b>NODAL OFFICER :</b> Dr. M. Hussain <b>CPIO:</b> Mr. P. Namje	22.	<b><u>Central Instrumentation Facility</u></b> <b>Chairperson:</b> Dr. Vijay Paul <b>Members:</b> 1. Mrs. Chokyang Lhamu 2. Mr. P.K. Nath.
23.	<b><u>PIMS-ICAR</u></b> <b>Chairperson:</b> Dr. Vijay Paul <b>Members:</b> 1. Mrs. Chokyang Lhamu 2. Mr. T.W. Sharchokpa	24.	<b><u>Tsimba Tsimba</u></b> <b>Chairperson:</b> Mr Sanjoy Sarkar <b>Members:</b> 1. Mr R K Das 2. Mr Pasang Khandu 3. Mr N K Choudhury
25.	<b><u>Estate</u></b> <b>Advisor:</b> Dr Mokhtar Hussain <b>Chairperson:</b> Dr M.S. Jatana <b>Members:</b> 1. Mr. P Namje for beautification 2. Mr. Tsering Khandu for fodder cultivation. 3. Mr. Sang Khandu for water supply and sanitation. 4. Mr Nima Dorjee for Tree plantation, maintenance & harvesting.	26.	<b><u>Animal Production, Product Processing (Farm &amp; LPT Labs)</u></b> <b>Chairperson:</b> Dr. D Medhi <b>Members:</b> 1. Mr. P. Namje 2. Mrs. Chokyang Lhamu
27.	<b><u>Vehicle/Workshop:</u></b> <b>Chairperson:</b> Mr Khokan Paul <b>Members:</b> 1. Mr R K Das 2. Mr Sanjoy Sarkar 3. Mr. N.K. Choudhary	28.	<b><u>TSP</u></b> <b>Chairperson:</b> Dr. M Hussain <b>Members:</b> All Scientists and Technical officers
29.	<b><u>Security:</u></b> <b>Chairperson:</b> Dr M Jatana <b>Members:</b> 1. Mr G S Sinha 2. Mr Gautam Chatterjee	30.	<b><u>Works</u></b> <b>Chairperson:</b> Dr Vijay Paul <b>Members:</b> 1. Dr. M. Hussain 2. Mr. K. Paul 3. AO/AAO-Member Secretary

31.	<b><u>AKMU</u></b> <b>Chairperson:</b> Dr K Mepfhuo <b>Members:</b> 1. Dr M.S. Jatana 2. Mr Neelamjyoti Kalita	32.	<b><u>Animal Ethics</u></b> <b>Chairperson:</b> Director <b>Members:</b> 1. Dr. D. Medhi as Biological Scientist 2. Dr K Mepfhuo as scientist from other discipline. 3. Dr M. Hussain as I/C Farm 4. External Members with nominee as nominated by CPCSEA 5. Dr Aneet Kaur : Member Secretary
33.	<b><u>House Allotment Committee</u></b> <b>Chairperson:</b> Dr K. Mepfhuo <b>Members:</b> 1. Dr M S Jatana 2. Mr G S Sinha, AAO 3. Mr K Paul 3.Mr.DawaTsering	34.	<b><u>Institute Bio-Safety</u></b> <b>Chairperson:</b> Dr. D. Medhi <b>Members:</b> 1. Dr. Aneet Kour 2. Dr. M.S. Jatana
35.	<b><u>Library</u></b> <b>Chairperson:</b> Dr. K. Mepfhuo <b>Members:</b> 1. AO 2. F&AO	36.	<b><u>FLD unit of backyard Poultry</u></b> <b>Chairperson:</b> Dr D Medhi <b>Members:</b> 1. Mr Sanjoy Sarkar 2. Mr R K Das 3. Mr N K Choudhury
37.	<b><u>Local Purchase Committee</u></b> <b>Chairperson:</b> Dr Vijay Paul <b>Members:</b> 1. Dr M Hussain 2. Mr K Paul 3. AAO		

**N.B.: 1. The Chairperson /In-charges of above respective Committees are responsible for processing/conducting and submission of reports/proceedings etc. to the CA for needful. This order is suppression of all earlier orders and will be effective from 01.08.2022.**

**2. AAO is entrusted to issue all types of orders in the institute and AO will communicate with Council and with outside agency as and when required.**

Distribution: All concerned

  
 29.7.2022  
**(MIHIR SARKAR)**  
**DIRECTOR**  
 Director  
 ICAR-N.R.C. on Yak  
 Dirang-790101  
 West Kameng Arunachal Pradesh

**CHARTER OF DUTIES FOR OFFICIAL(S) VISITING  
NYUKMADUNG FARM**

**w.e.f. 1<sup>st</sup> August, 2022**

Sl. No.	Scientist/Officer(s) to visit the farm	Day(s)
1	Dr. K. Mepfhuo	Monday
2	Dr. Mokhtar Hussain	Tuesday
3	Dr Aneet Kour	Wednesday
4	Dr. Dinamani Medhi & Mr P Namje	Thursday
5	Dr M S Jatana	Friday
6	Dr. Vijay Paul	Saturday

N.B.: Scientists and technical officers can visit farm in any day apart from the schedule if their ongoing works so demands

  
(Mihir Sarkar)  
Director

Director  
ICAR-N.R.C. on Yak  
Dirang-790101  
West Kameng Arunachal Pradesh