



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

F.No. EC-3-14/2007

Dated the 13th May, 2019

OFFICE ORDER

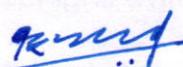
To streamline the monitoring of various civil works and other activities by the Works Division at ICAR Hqrs. with a view that it results in optimum utilization of funds allocated during the year and project implementation is efficient, the Competent Authority has decided to re-allocate the different activities dealt in the Works Division amongst the Director (Works), the Executive Engineer and the Senior Architect as under:

1. All the Institutes in ICAR are bunched in three zones for equitable spreading of works portfolio amongst the three officers (attached as Annexure-I). These three officers will have end-to-end project monitoring and implementation and closure responsibility for the projects assigned to them.
2. Further, the high investment projects need to be monitored more intensively by these officers in the Works Division at the ICAR Hqrs. for better and focused attention on resource utilization and their timely implementation. In this regard project management tools and techniques such as ABC Analysis, PERT Chart and Critical Path Analysis etc. must be used and information shared with all involved. Also, a data base on all civil works and items of capital expenditure approved in ICAR under its various schemes through SFCs / EFCs etc. is required to be compiled and an Annual Procurement Plan to be prepared for monitoring by the Secretary (DARE) & DG, ICAR and the AS(D) & Secretary, ICAR.
3. A direction shall be issued to all Institutes to complete the meeting of the IMCs in the first quarter of the Financial year itself and line up procurement of Civil Works immediately. This will be translated into Annual Procurement Plans of the Institutes and shared with the SMDs / Works Division, ICAR Hqrs. The Annual Procurement Plan shall be monitored intensively by the SMDs / Works Division, ICAR Hqrs. for better efficiency and presented for review by the Secretary (DARE) & DG, ICAR and the Addl. Secretary (DARE) & Secretary, ICAR.
4. The mechanism of prior vetting of works by the Works Division, ICAR Hqrs. shall be reviewed and further streamlining shall be done to avoid crowding of proposals in the fag-end of the Financial year.
5. The ACTO shall be assigned responsibility of looking after Headquarter Buildings – Krishi Vihar, NASC Complex, KAB-I&II and Asiad Village under the overall guidance of the DS(GAC). A quarterly meeting shall be held with the residents of Krishi Vihar, Asiad Village Complex and NASC Complex for stock taking and taking corrective measures for redressal of

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issues flagged therein (work responsibilities of the ACTO are attached as Annexure-I).

6. A fortnightly review of the various civil works shall be done with the Director / Deputy Secretary of SMDs and the Works Division. The progress shall be reviewed by the AS(D) & Secretary, ICAR in alternate fortnight wherein, if required, representative of the CPWD may also be invited. At the end of each month, a status report shall be submitted to the AS(D) & Secretary, ICAR and the Secretary (DARE) & DG, ICAR on the progress of Civil Works and other activities by the Works Division, ICAR Hqrs., for their perusal and further direction. The on-site inspection, as a part of monitoring mechanism, shall be undertaken as per need. The Director (Works) shall however, continue to provide expert advice to the officers in the Works Division and SMDs as and when required.


(Kanhaiya Chaudhary)
Director (Special Duty)

Encl.: As stated

Distribution:

1. Shri V. P. Kothiyal, Director (Works).
2. Shri S. P. Samuel, Senior Architect.
3. Shri P. P. Manchanda, Executive Engineer.
4. Shri M. S. Verma, ACTO/ Shri Suresh Chand Mathuria/ Shri Sunil Kumar Verma/ Shri Sudhir Negi.
5. Director/Project Director of all the ICAR Institutes/ Project Directorate/Bureaux/ NRCs/ZCUs.
6. All Directors/ Deputy Secretaries/ Deputy Directors/ Secretary, ASRB/ CoE, ASRB/ Under Secretaries, ICAR at KB/KAB-I&II.
7. PSO to DG, ICAR/PPS to Secretary, ICAR/PPS to FA, DARE/ICAR.
8. PPS/PS to DDGs/ADGs, ICAR Hqrs.
9. Media Unit for uploading on ICAR website
10. E-Office Noticeboard.
11. Guard File

Annexure-I

Duties, responsibilities & different activities	Shri V. P. Kothiyal, Director (Works) Zone-I	Shri S. P. Samuel, Senior Architect Zone-II	Shri S. P. Manchanda, Executive Engineer Zone-III	Shri M. S. Verma, ACTO
<p>1. Technical scrutiny & vetting of works proposals of the ICAR Institutes, Regional Stations, SAU & CAU under them.</p> <p>2. End to end project implementation and closure responsibility for the projects.</p> <p>3. Preparation of annual procurement plan, its monitoring and presentation for review by the Secretary, ICAR and the DG, ICAR.</p> <p>4. Technical scrutiny and vetting of the works proposals of KVK's/Agricultural Universities.</p>	<p>- Chhattisgarh, Uttar Pradesh, Bihar, Jharkhand, Odisha, West Bengal, Assam, Arunachal Pradesh, Sikkim, Manipur, Tripura, Meghalaya, Mizoram, Nagaland, A&N Islands.</p> <p>- Implementation of RTS in ICAR Institutes.</p> <p>- Implementation of Sugmaya Bharat Abhiyan in ICAR Institutes.</p> <p>- Shri Suresh Chand Mathuria to assist for all activities of Zone-I.</p> <p>- ATARI – Kanpur ATARI – Patna ATARI – Kolkata ATARI – Guwahati ATARI – Barapani</p>	<p>- Madhya Pradesh, Uttarakhand, Himachal Pradesh, Jammu & Kashmir, Punjab, Delhi, Haryana & Rajasthan.</p> <p>- Conservation and restoration of old buildings (Heritage buildings) of ICAR Institutes.</p> <p>- Master plan and land utilization details of the ICAR Institutes.</p> <p>- Shri Sunil Kumar Verma to assist for all activities of Zone-II.</p> <p>- ATARI – Jabalpur ATARI – Jodhpur ATARI – Ludhiana</p>	<p>- Maharashtra, Gujarat, Goa, Kerala, Lakshadweep, Karnataka, Tamil Nadu, Puducherry, Andhra Pradesh, Telangana.</p> <p>- Nodal officer for auditorium.</p> <p>- Nodal officer for RTI and ISO.</p> <p>- Shri Sudhir Singh Negi to assist for all activities of Zone-III.</p> <p>- ATARI – Bengaluru ATARI – Hyderabad ATARI – Pune</p>	<p>- Headquarters Buildings – Krishi Vihar, NASC, KAB-I&II and Asiad Village.</p> <p>- Under the overall guidance of the DS(GAC).</p> <p>- To hold a quarterly meeting with the residents of Krishi Vihar, Asiad Village Complex and NASC Complex for stock taking and taking corrective measures for redressal of issues flagged therein.</p>