



OFFICE ORDER NO: 29

The Director, ICAR-CIRCOT, Mumbai is pleased to nominate Mr. Himanshushekhar Chaurasia, Scientist of this Institute as In-charge of AKMU, ICAR-CIRCOT, Mumbai, entrusted with following additional responsibilities & report to Dr. N. Shanmugam, Principal Scientist & Acting Head of MPD for AKMU.

1. **Nodal Officer and Local Admin, e-Office, ICAR-CIRCOT:** This responsibility involves day to day system administration tasks of e-Office system, coordination with administrative section. etc.
2. **Nodal Officer, KRISHI portal, ICAR-CIRCOT:** Responsibilities for this post includes uploading and approving of uploads from our Institute, interaction with KRISHI team at ICAR. etc.
3. **Nodal Officer, ICAR Unified Communication System :** This work include liaisoning with ICAR UCS team at IASRI, Delhi.
4. **FMS Admin for ICAR MIS/FMS System:** This task includes all local system administration of MIS/FMS system.
5. **Nodal Officer for ICAR Services Portal (SAIF):** This responsibility involves updating information about sophisticated instruments to the national SAIF portal.
6. **Nodal Officer for Central Public Procurement Portal (CPPP) related duties.**

No extra remuneration will be paid to him for performing the above additional duties responsibilities.

The Nodal Officer and his contact details are as under:

Name of Nodal Officer: Mr. Himanshushekhar Chaurasia
Designation: Scientist
Mobile: 8377838355
Tel: 022-24116854
Email: h.chaurasia@icar.gov.in

No extra remuneration will be paid to him for performing the above additional duties & responsibilities.

This is issued with the approval of Competent Authority.

Navin Kumar
30/5/2024
(Navin Kumar)

Sr. Administrative Officer

Copy to:

1. Mr. Himanshushekhar Chaurasia, Scientist, ICAR-CIRCOT, Mumbai.
2. Dr. Jyoti Dhakane-Lad, Scientist, ICAR-CIRCOT, Mumbai.

3. Dr. N. Shanmugam, Principal Scientist & Head of M.P.D, ICAR-CIRCOT, Mumbai
4. All Heads of Division and In-charges of Sections.
5. Audit & Accounts Section.
6. Service Book & Personal file of Mr. Himanshushekhar Chaurasia, Scientist, ICAR-CIRCOT, Mumbai.
7. PS to Director
8. Notice Boards
9. All regional station of CIRCOT at Nagpur, Coimbatore, Sirsa, Guntur, Surat & Dharwad.
10. AKMU Please to upload this office order on website of ICAR-CIRCOT.
11. Guard file