



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIRBI

NATIONAL INSTITUTE FOR
RESEARCH IN BACTERIAL INFECTIONS

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान

ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

No. NIRBI/Admin/S&M/2024-25/e- 221127/1253

Date: 17.01.2025

OFFICE ORDER

In the functional interest, functional requirement & administrative convenience. it has been decided by the Director that, the work/duties are assigned to the following staffs of ICMR-NIRBI in addition to their existing duties.

Sl. No.	Name & Designation of Staff/officials	Section Allotted	Allocation of Work.
1	Arnab Nag, Assistant	Store & Procurement Buyer-I	1. Stationeries like housekeeping materials, guesthouse materials, Pen, papers, pencils and other miscellaneous requirement and bulk purchase for rollover stocks, 2. Peripherals like computers, networks items, software, antivirus, printer, scanner on annual procurement basis. 3. Water purification, shredders, DG, WTP related non AMC purchases and other property related purchases. 4. Other Misc purchases not mentioned for Institute. 5. Books purchase
2	Shreya Pati, TA(FI)	Store & Procurement Buyer-II	1. Stationeries like housekeeping materials, guesthouse materials, Pen, papers, pencils and other miscellaneous requirement and bulk purchase for rollover stocks, 2. Peripherals like computers, networks items, software, antivirus, printer, scanner on annual procurement basis. 3. Other Misc purchases not mentioned for Project
3	Siddharth Bhardwaj, TA(LT)	Store & Procurement Buyer-III	1. Chemicals 2. Reagents 3. Plastic wares 4. Equipments
4	Subhranil Mukherjee, TA(ES)	Store & Procurement Buyer-IV	1. AMC 2. Repairing 3. Maintenance AMC 4. Canteen



पी-33, सी.आई.टी. रोड, स्किम - XM, बेलियाघाटा, कोलकाता - 700 010, पश्चिम बंगाल, भारत

P-33, C.I.T. Road, Scheme - XM, Beliaghata, Kolkata - 700 010, West Bengal, India



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5.	Mr. Dipak Gayen, SO and S-I-C	Store & Procurement Buyer-V	1. Manpower 2. Car Hiring 3. Event Management 4. Testing Services 5. Logistics 6. Printing services
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The roles and responsibility shall include:

1. Preparation of Notes, Tender documents for approval
2. Preparation and finalization of Minutes and Technical Specifications, Technical Evaluations and Financial Evaluation Committee
3. Publish of Bids in GEM portal and Publications of GeM Bids in ICMR and NIRBI Website
4. With the approval of Competent authority at discretion of Store-in-Charge with concurrence of Purchase committee, goods and services may purchase outside GEM as an exceptional case as per provisions in GFR read with Manual of Procurement/Services.
5. The officials at discretion of the Store-in-Charge may take service of DEOs/LDCs/UDCs and MTS/Office Helper posted at store section for preparation of documents for adherence to codal formalities.
6. Any other work assigned by the Store-In Charge/Sr. Administrative Officer from time to time and also requirement of the organization.

The duties and responsibilities assigned to the above officials would remain unchanged till further order.

All the above officials should be reported to S-I-C & Sr. AO from time to time.

This issues with the approval of Director.

The above order is effective with immediate effect.


(रमेशा एन.एम / RAMESHA N.M) 18/1/25

Sr. Administrative Officer & Head of Office

To

सभी व्यक्तिगत संबंधित कर्मचारी/All Individual concerned staff

Copy to:

1. सभी नोटिस बोर्ड /All Noticeboards.
2. स्थापना अनुभाग/ Establishment Section
3. नकद/ बिल अनुभाग / Cash/Bill Section
4. लेखा अनुभाग /Accounts Section
5. भंडार अनुभाग /Stores Section
6. प्रेषण अनुभाग/Despatch Section
7. श्रीमती सहेली सामंता को इसे वेबसाइट पर अपलोड करने के अनुरोध के साथ /Mrs. Saheli Samanta, with a request to upload the same in the website.