



सत्यमेव जयते

भारत सरकार
आयुष मंत्रालय
भारतीय चिकित्सा एवं होम्योपैथी भेषजसंहिता आयोग
(भारतीय चिकित्सा एवं होम्योपैथी केन्द्रीय औषधि प्रयोगशाला)
कमला नेहरू नगर, गाजियाबाद - 201002 (उ.प्र.)
Government of India
Ministry of Ayush
Pharmacopoeia Commission for Indian Medicine & Homoeopathy
(Central Drugs Laboratory for Indian Medicine and Homoeopathy)
Kamla Nehru Nagar, Ghaziabad- 201002 (U.P.)



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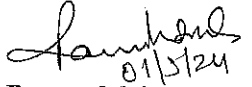
Dated: 01.04.2024

01.05.2024

कार्यालय आदेश

पहले के कार्यालय आदेशों को अधिक्रमण करते हुए पीसीआईएमएंडएच के सभी अधिकारियों/कर्मचारियों को कार्य आवंटन के सम्बन्ध में, तत्काल प्रभाव से सभी अधिकारियों/कर्मचारियों के कार्य आवंटन को नीचे निर्दिष्ट सीमा तक संशोधित किया गया है।

In supersession of earlier office orders with respect to allocation of work among all the officers/staff in PCIM&H, the work allocation of all officers/staff is hereby revised to the extent specified below with immediate effect.


(Dr. Raman Mohan Singh)

Director

Encl.: Details of work allocation & various Committees as per Annexure I to Annexure V

To,

1. All Officers/Staff
2. Notice Board

Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ghaziabad

Allocation of work in PCIM&H

Annexure-I: Acronym for Officers (Group A & B) of PCIM&H

Sl. No.	Name	Designation	Acronym
1.	Dr. Subash Chandra Verma	Principal Scientific Officer (Phyto-Chemistry)	PSO (SCV)
2.	Dr. Jayanthi. A	Principal Scientific Officer (Pharmacognosy)	PSO (JA)
3.	Dr. Vijay Gupta	Principal Scientific Officer (Ayurveda)	PSO (VG)
4.	Dr. Anupam Maurya	Scientific Officer (Phyto-Chemistry)	SO (AM)
5.	Dr. Nitin Rai	Scientific Officer (Pharmacognosy)	SO (NR)
6.	Dr. V. Vijayakumar	Scientific Officer (Siddha)	SO (VVK)
7.	Dr. Nikhil Mukund Jirankalgikar	Scientific Officer (Ayurveda)	SO (NMJ)
8.	Dr. Ramachandran S.	Scientific Officer (Pharmacology)	SO (RS)
9.	Dr. M. Ramesh	Scientific Officer (Microbiology)	SO (MR)
10.	Dr. Sweta Mohan	Scientific Officer (Inorganic Chemistry)	SO (SM)
11.	Ms. Devki Pant	Research Officer (Training)	RO (DP)
12.	Sh. Rahul Kala	Store Officer	StO (RK)

Annexure-II: Segregation of work among the Officers (Group A & B) of PCIM&H

Sl. No.	Name of Officer	Responsibilities	
		Nodal	Assisting
1.	PSO (SCV)	<ul style="list-style-type: none"> • Chemistry Section • Instrumentation & Drug Analysis (Chem) • NABL Accreditation (Tech. Mgr) • OHOS monographs (Chemistry, Microbiology, Homeopathy and overall coordination) • IMS • MoUs • RTI • Homoeopathy* • Scientific Advisory Board • Co-investigator for RRDR project • EoI Projects (1st allotment) • Training 	
2.	PSO (JA)	<ul style="list-style-type: none"> • Pharmacognosy Section • Instrumentation & Drug Analysis (Phg.) • RRDR (GP) & Herbal Garden as Co-investigator and nodal officer • OHOS monographs (Phg.) • Pharmacopoeia Committee • NABL Accreditation (QM) • Legal matters • First Appellate authority for RTI appeals • IT, Website, E-Office • Library 	
3.	PSO (VG)	<ul style="list-style-type: none"> • Ayurveda • Unani*, Sowa-Rigpa* • Pharmacy • APSC, UPSC • Admin Section, Maintenance of Buildings & premises and construction of new buildings • Stores • PFMS • Budget • Accounts and Audit • OHOS monographs (AU) • EoI Projects (2nd allotment – Ay.) • Finalization of desktop publications of ASU pharmacopoeial publication • Monthly DO summaries, Organisation' Reports • Parliament question/matters and VIP References 	

4.	SO (AM)	<ul style="list-style-type: none"> • CDDO 	<ul style="list-style-type: none"> • Chemistry • Instrumentation facility • DyTM, NABL • OHOS monographs (Chemistry) • EoI Projects (1st allotment) • Budget • Accounts and Audit • PFMS
5.	SO (NR)	<ul style="list-style-type: none"> • Co-investigator for RRDR project 	<ul style="list-style-type: none"> • Pharmacognosy • DyTM, NABL • OHOS (Phg.) • Herbal Garden • Library • Sale of Printed publications
6.	SO (VVK)	<ul style="list-style-type: none"> • Siddha • EoI (2nd allotment – Siddha) • OHOS monographs (Siddha) • Establishment • RRs, Restructuring of posts • Part-time CVO – Vigilance matters 	<ul style="list-style-type: none"> • Pharmacy
7.	SO (NMJ)	<ul style="list-style-type: none"> • E-HRMS 	<ul style="list-style-type: none"> • Ayurveda • Pharmacy • EoI (2nd allotment – Ay.) • OHOS monographs (AU) • MoUs • UPSC • Finalization of desktop publications of ASU pharmacopoeial publication • Monthly DO summaries, Organisation' Reports • Parliament question/matters and VIP References
8.	SO (RS)	<ul style="list-style-type: none"> • Pharmacology • Public Grievances • CPIO – RTI (Tech) • LIMBS Portal (Legal matters) 	<ul style="list-style-type: none"> • Legal matters
9.	SO (MR)	<ul style="list-style-type: none"> • Microbiology • Swachta Action Plan • Co-investigator for RRDR project • HPSC • CPIO – RTI (Admin) 	<ul style="list-style-type: none"> • IMS certification • EoI Projects (1st allotment) • IT, Website, E-Office
10.	SO (SM)	<ul style="list-style-type: none"> • DPIO • Rajbhasha (OLI) • Co-investigator for RRDR & Herbal Garden project 	<ul style="list-style-type: none"> • Chemistry • DyTM, NABL • OHOS monographs (Chemistry)

11.	RO (DP)	<ul style="list-style-type: none"> • Govt. Analyst • Capacity Building Program – iGOT Karmayogi 	<ul style="list-style-type: none"> • Chemistry • Training • Internal Training Program
12.	St O (RK)	<ul style="list-style-type: none"> • Stores (GeM, Purchase, Maintenance) • Auction/ disposal of obsolete items • Printing formalities 	<ul style="list-style-type: none"> • Swachta Action Plan

Annexure -III: Details of work allocation

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
Chemistry	<ul style="list-style-type: none"> Pharmacopoeial work & PRS Drug analysis NABL Accreditation (Chem)- Coordination for accreditation, maintenance 	<ul style="list-style-type: none"> Dr. Raju Khousi Pawar, RA Sh. Satish Kumar, SA Sh. Kuldeep Singh, SA Sh. Divya Saurabh Kuswaha, SA Sh. Rajneesh Kumar, LA Ms. Shabnam Singh, LA Sh. Afzal Hashmi, SRF (Chem.) Posted Outsourced Staff 	<ol style="list-style-type: none"> Dr. Anupam Maurya, SO Dr. Sweta Mohan, SO Ms. Devki Pant, RO 	Dr. SC Verma, PSO (Chem.)
Pharmacognosy/ Botany	<ul style="list-style-type: none"> Pharmacopoeial work & BRS Drug analysis Museum & Herbarium Survey & Collection Medicinal Plants Gardens NABL Accreditation (Phg.)/Coordination for accreditation, maintenance 	<ul style="list-style-type: none"> Ms. Nilima Singh, RA Sh. Jitendra Pal Singh, RA Dr. Lalit Tiwari, SA Posted Outsourced Staff 	Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A., PSO, (Phg.)
ASU&H	Development of pharmacopoeial standards of Ayurveda drugs	<ul style="list-style-type: none"> Posted Outsourced Staff 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)	Dr. Vijay Gupta, PSO (Ay.)
	Development of pharmacopoeial standards of Sowa-Rigpa drugs	<ul style="list-style-type: none"> Posted Outsourced Staff 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)*	
	Development of pharmacopoeial standards of Unani drugs	<ul style="list-style-type: none"> Posted Outsourced Staff 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)*	

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
	Development of pharmacopoeial standards of Siddha drugs	<ul style="list-style-type: none"> Posted Outsourced Staff 	-	Dr. V. Vijayakumar, SO (Siddha)
	Development of pharmacopoeial standards of homeopathy drugs	<ul style="list-style-type: none"> Posted Outsourced Staff 	Dr. M. Ramesh, SO (Micro.)*	Dr. SC Verma, PSO (Chem.)*
Pharmacy	<ul style="list-style-type: none"> Maintenance of Pharmacy Preparation of ASU formulations 	<ul style="list-style-type: none"> Posted Outsourced Staff 	Dr. V. Vijayakumar, SO (Siddha) Dr. Nikhil M. Jirankalgikar SO (Ayu)	Dr. Vijay Gupta, PSO (Ay.)
Microbiology	Drug analysis	<ul style="list-style-type: none"> Dr. Akhilesh Tiwari, SA Posted Outsourced Staff 	Dr. M. Ramesh, SO (Micro.)	Dr. SC Verma, PSO (Chem.)
Pharmacology	Drug research	-	Dr. Ramachandran S, SO (P'cology)	Dr. SC Verma, PSO (Chem.)
Publication & Printing	<ul style="list-style-type: none"> Finalization of desktop publications of ASU pharmacopoeial publication 	<ul style="list-style-type: none"> Dr. Lalit Tiwari, SA (Phg.) Posted Outsourced Staff 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)	Dr. Vijay Gupta, PSO (Ay.)
	Printing proposals			
Co-ordination	Monthly/Annual reports, Parliament matters and VIP references	<ul style="list-style-type: none"> Dr. Lalit Tiwari, SA (Phg.) Posted Outsourced Staff 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)	Dr. Vijay Gupta, PSO (Ay.)
Trainings	Training/ Academic & students Exposure visits	<ul style="list-style-type: none"> Ms. Nilima Singh, RA Sh. Divya Saurabh Kuswaha, SA Sh. Kuldeep Singh, SA Posted Outsourced Staff 	Mrs. Devki Pant, RO (Training)	Dr. SC Verma, PSO (Chem.)
CDTL/Appellate Laboratory	<ul style="list-style-type: none"> Testing and reporting of legal samples 	<ul style="list-style-type: none"> Sh. Kuldeep Singh, SA 	Mrs. Devki Pant, RO (Training) (Govt. Analyst)	Dr. SC Verma, PSO (Chem.)

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
		<p>(<u>Sample warden</u>)</p> <ul style="list-style-type: none"> (In his absence, Sh. Divya Saurabh Kuswaha, SA) Posted Outsourced Staff 		
Pharmacopoeial Secretariate	Scientific Advisory Board	<ul style="list-style-type: none"> Allotted Regular Staff Posted Outsourced Staff 	Dr. Anupam Maurya, SO (Chem.) Dr. Sweta Mohan, SO (Chem.)	Dr. SC Verma, PSO (Chem.)
	Pharmacopoeia Committee		Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A., PSO, (Phg.)
	Subcommittees		Ayu - Dr. Nikhil M. Jirankalgikar	Dr. Vijay Gupta, PSO (Ay.)
			Unani - Dr. Nikhil M. Jirankalgikar	
			-	Siddha – Dr. V. Vijayakumar
			Homoeo- Dr. M. Ramesh	Dr. SC Verma, PSO (Chem.)
Administration	General Administration	<ul style="list-style-type: none"> Sh. Rajneesh, LA Sh. Sanjay Singh Rawat, Jr. Tech. Sh. Ravinder, Temporary casual worker Posted Outsourced Staff 	--	Dr. Vijay Gupta, PSO (Ay.)
	Maintenance of Buildings & premises and construction of new buildings			
	Transportation			
Accounts	Budget Accounts and Audit PFMS	<ul style="list-style-type: none"> Sh. Anil Babu, Assistant Sh. Rajneesh, LA Posted Outsourced Staff 	Dr. Anupam Maurya, SO (Chem.)	Dr. Vijay Gupta
	CDDO		--	Dr. Anupam Maurya, SO (Chem.)

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
Establishment	<ul style="list-style-type: none"> • Service matters • E-HRMS 	<ul style="list-style-type: none"> • Sh. Pawan Kumar Shyam, MTS • Sh. Afzal Hashmi, SRF (Chem.) • Posted Outsourced Staff 	--	Dr. V. Vijayakumar, SO (Siddha)
Stores	Stores – Purchase, Maintenance	<ul style="list-style-type: none"> • Sh. Rajesh Sharma, LA • Ms. Shabnam Singh, LA • Sh. Sanjay Singh Rawat, Jr. Tech. • Posted Outsourced Staff 	Mr. Rahul Kala, Store Officer	Dr. Vijay Gupta, PSO (Ay.)
Legal Cell	<ul style="list-style-type: none"> • All Legal matters • LIMBS Portal 	<ul style="list-style-type: none"> • Dr. Akhilesh Tiwari, SA (Micro) (Local Admin - LIMBS) • Posted Outsourced Staff 	<ul style="list-style-type: none"> • Dr. Ramachandran S., SO (P'cology) (Nodal Officer- LIMBS) 	Dr. Jayanthi A. , PSO (Phg.)
Public Grievances Cell	Public Grievances Redressal	<ul style="list-style-type: none"> • Posted Outsourced Staff 	-	Dr. Ramachandran S., SO (P'cology) In his absence - Dr. M. Ramesh, SO (Micro.)
RTI Cell	CPIO (Technical)	<ul style="list-style-type: none"> • Posted Outsourced Staff 	-	Dr. Ramachandran S., SO (P'cology)
	CPIO (Admin)	<ul style="list-style-type: none"> • Posted Outsourced Staff 	-	Dr. M. Ramesh, SO (Micro.)
	DPIO	<ul style="list-style-type: none"> • Posted Outsourced Staff 	-	Dr. Sweta Mohan, SO

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
				(In-organic-Chem.)
Vigilance	Part time CVO	<ul style="list-style-type: none"> Posted Outsourced Staff 	-	Dr. V. Vijayakumar, SO (Siddha)
Website & IT	Management of website	<ul style="list-style-type: none"> Dr. Lalit Tiwari, SA (Phg.) Posted Outsourced Staff 	Dr. M. Ramesh, SO (Micro)	Dr. Jayanthi A. , PSO (Phg.)
	E-Office			
	Payment Gateway			
Library	Library Books Sale of Printed publications	<ul style="list-style-type: none"> Sh. Debaranjan Samal, Jr. Tech. Posted Outsourced Staff 	Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A. , PSO (Phg.)
Diary and Despatch Section	-	<ul style="list-style-type: none"> Sh. Sanjay Singh Rawat, Jr. Tech. Posted Outsourced Staff 	-	Dr. Vijay Gupta, PSO (Ay.)
Records management	Weeding out/ Maintenance of all records	<ul style="list-style-type: none"> Sh. Divya Saurabh Kuswaha, SA Posted Outsourced Staff 	Dr. M. Ramesh, SO (Micro.)	Dr. SC Verma, PSO (Chem.)
Miscellaneous	Swachta Action Plan	<ul style="list-style-type: none"> Dr. Akhilesh Tiwari, SA (Micro) Sh. Jeetendra Pal Singh, RA (Bot.) Posted Outsourced Staff 	Dr. M. Ramesh, SO (Micro.)	Dr. SC Verma, PSO (Chem.)
	Rajbhasha	<ul style="list-style-type: none"> Sh. Divya Saurabh Kuswaha, SA Sh. Satish Kumar, SA (Chem.) 	Dr. Sweta Mohan, SO (In-organic-Chem.)	Dr. SC Verma, PSO (Chem.)

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
		<ul style="list-style-type: none"> • Posted Outsourced Staff 		
	Biometric Attendance	<ul style="list-style-type: none"> • Sh. Jeetendra Pal Singh, RA (Bot.) 	Dr. Ramachandran S., SO (P'cology)	Dr. Jayanthi A. , PSO (Phg.)
	Arogya fair, Expo	<ul style="list-style-type: none"> • Sh. Jeetendra Pal Singh, RA (Bot.) • (In his absence Sh. Satish Kumar, SA (Chem.)) • Posted Outsourced Staff 	Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A. , PSO (Phg.)

*Till recruitment of concerned regular employees

Annexure -IV: Details of Link Officer/Staff

S. No.	Name of the Officer	Link Officer 1	Link Officer 2
1.	Dr. Subash Chandra Verma	Dr. Jayanthi. A	Dr. Vijay Gupta
2.	Dr. Jayanthi. A	Dr. Subash Chandra Verma	Dr. Vijay Gupta
3.	Dr. Vijay Gupta	Dr. Subash Chandra Verma	Dr. Jayanthi. A
4.	Dr. Anupam Maurya	Dr. Sweta Mohan	Dr. Nitin Rai
5.	Dr. Nitin Rai	Dr. Jayanthi. A	Dr. Sweta Mohan
6.	Dr. V. Vijayakumar	Dr. Nikhil Mukund Jirankalgikar	Dr. Ramachandran S.
7.	Dr. Nikhil Mukund Jirankalgikar	Dr. Vijay Gupta	Dr. V. Vijayakumar
8.	Dr. Ramachandran S.	Dr. M. Ramesh	Dr. V. Vijayakumar
9.	Dr. M. Ramesh	Dr. Ramachandran S.	Dr. Anupam Maurya
10.	Dr. Sweta Mohan	Dr. Anupam Maurya	Dr. Nitin Rai
11.	Ms. Devki Pant	Dr. R. K. Pawar, RA (Chem)	Dr. Lalit Tiwari, SA (Phg.)
12.	Sh. Rahul Kala	Ms. Shabnam Singh, LA	Sh. Divya Saurabh Kuswaha, SA

Annexure -V: Details of various Committees

Name of the Committee	Chairperson	Member- Secretary	Members
Pharmacopoeial Work Progress Monitoring Committee	Dr. SC Verma	Dr. Nikhil M. Jirankalgikar	1. Dr. Jayanthi A 2. Dr. Vijay Gupta 3. Dr. V. Vijayakumar
HR (outsourced) Management	Dr. Vijay Gupta	Dr. V. Vijayakumar	1. Sh. Rahul Kala 2. Mr. Rajneesh Kumar
Sexual Harassment / Gender Equality Committee	Dr. Jayanthi A.	Mrs. Devki Pant	1. Dr. Nitin Rai 2. Dr. V. Vijayakumar 3. Legal Expert 4. NGO
Local Purchase Committee	Dr. Jayanthi A.	Sh. Rahul Kala	1. Dr. Nitin Rai 2. Mrs. Devki Pant 3. Concerned Indenter
Inspection Committee for purchased materials	Dr. SC Verma	Sh. Rahul Kala	1. Dr. Sweta Mohan, SO (Chem.) 2. Dr. Akhilesh Tiwari 3. Concerned Indenter
Publication & Printing Committee	Dr. Vijay Gupta	Sh. Rahul Kala	1. Dr. Anupam Maurya 2. Dr. Nikhil M. Jirankalgikar 3. Dr. Lalit Tiwari
SC-ST/Divyang Committee	Dr. Jayanthi A.	Sh. Jeetendra Pal Singh	1. Sh. Anil Babu 2. External member to be nominated whenever required
Compassionate ground recruitment	Dr. Vijay Gupta	Sh. Satish Kumar, SA (Chem.)	1. Dr. Nitin Rai (Welfare Officer) 2. Dr. Ramachandran S 3. Dr. Lalit Tiwari 4. Sh. Rajneesh

Apart from above mentioned major tasks, all officers/staff shall look after any other official works assigned by the seniors as and when required.