READY RECKONER

Central Insecticide Board and Registration Committee (CIB&RC)
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<td>Organization Chart and their Duties of Chemistry, DD (Chem.), V.Vasu</td>
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ORGANIZATION CHART OF TOXICOLOGY DISCIPLINE OF CONSULTANT (PATH) IN CIB&RC

CONTACT DETAILS OF OFFICERS / OFFICIALS IN THE TOXICOLOGY DISCIPLINE OF CONSULTANT (PATH.)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dr. Sushil Kumar Khurana</td>
<td>Consultant (Path)</td>
<td>9810337503</td>
<td>B-32, Residential Tower, Fortis Escort Heart Institute, New Delhi.</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Awadhesh Kumar</td>
<td>APPO (Tox)</td>
<td>9868374558</td>
<td>Qr. No.-988 Type-IV, NH-4, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Shri M.T. Sambandam</td>
<td>APPO (AH)</td>
<td>9868320781</td>
<td>Qr. No. 1018, Type-IV, NH-4, Faridabad</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. M. Pavaraj</td>
<td>APPO (Ento)</td>
<td>8512087739</td>
<td>H. No. – B 86 NIT, Faridabad</td>
</tr>
</tbody>
</table>
PROVISION OF LINK OFFICIALS IN CASE OF ABSENCE OF ANY OFFICIAL / STAFF

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the official</th>
<th>Link Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dr. Sushil Kumar Khurana, Consultant (Path)</td>
<td>Dr. Sandhya Kulshrestha, Consultant (Pharma)</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Awadhesh Kumar, APPO (Tox)</td>
<td>Shri. M.T. Sambandam</td>
</tr>
<tr>
<td>3.</td>
<td>Shri M.T. Sambandam, APPO (AH)</td>
<td>Dr. M. Pavaraj</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. M. Pavaraj, APPO (Ento)</td>
<td>Shri. Awadhesh Kumar</td>
</tr>
</tbody>
</table>

WORK ALLOCATED TO TOXICOLOGY DISCIPLINE

A. CONSULTANT (PATH)

1. The work of the Toxicology Division in the Secretariat of CIB&RC is to assess the safety of the pesticides to the human, animals and environment at large with reference to application received for registration under section 9(3) of the Insecticides Act, 1968 for use in the country with or without export. This task is accomplished by conducting technical scrutiny of the toxicological data and information submitted by the pesticide registrants. There are various categories for registration.

2. Export cases which are not registered in the country for use in the domestic market and only meant for export only. Scrutiny of export files is done like cases at point No. 1 above for new molecules U/S 9(3) of the Insecticides Act, 1968. However, here information (provided from public domain) by the applicant, is scrutinized or from other source where data has been generated and that information / data is assessed for safety purpose.

3. To assist in technical review of pesticides for their continued use or otherwise in the country.

4. Preparation of Reports, supervised the agenda preparation, Agendas, Minutes to co-ordinate for collection of information for various meeting etc, including Central Insecticides Board and Registration Committee or any other Committee.

5. To provide comment on VIP and VVIP references and other references received from Dept. of Agriculture, Cooperation & Farmer Welfare, reply to Parliament Questions and RTI.

B. OTHER OFFICIALS

DUTIES ASSIGNED TO Shri. AWADHESH KUMAR APPO (Tox)

A. SCRUTINY of TIM Vs FI, TIM Vs 9(3), FIM, TIM, MUP, Petroleum Products, LLIN etc.
   1. All the files on new molecules have been assigned to which are considered under the Insecticides Act 1968. These files dossiers invariably contain several folders on different parameters and runs into several thousand pages.
   2. As molecule will be new for India and Insecticides are invariably toxic in nature therefore, maximum attention is given and it takes around 3 weeks to 6 weeks to go through a case.
   3. The number of parameters, on which studies are carried out as per guidance document recently approved by registration committee is mainly based on OECD guidelines which has been harmonized with the guidance of other regulatory bodies.
   4. The officer go through various parameters and prepare a detailed assessment on –
      i. Acute mammalian studies – Acute oral rat, acute dermal, Acute inhalation, Primary skin irritation, Acute eye irritation and Skin sensitization.
      ii. Mutagenicity studies are assessed as per existing guidelines of RC these studies are assessed on battery of tests which are carried out in bacteria, in vivo, and in vitro.
      iii. The live stock studies are also carried out on goat, hen and swine according to understanding of the mechanism.
      iv. Based upon acute mammalian toxicity, the cautionary and mitigation measures are to be taken on the said compound in the question.
      v. Environmental toxicity wherein studies are carried out on various birds of various types and toxicity is assessed. In addition to that studies are carried out on aquatic organisms (Fresh water fish) and Honey bees, Earth worms.
      vi. Accordingly the cautionary and mitigation measures are mentioned on L/Ls.

B. To assist Consultant (Path) in addition to above which include verification of proforma for Maximum Residue Limit to be sent to FSSAI, Ministry of Health and Family Welfare for fixation of MRL for the molecule.

C. To authenticate the draft certificate and final certificate from toxicity point of view.

D. The information available on public domain with respect to carcinogenicity and mutagenicity

E. Health record of industrial workers.

F. Collecting office materials from SO(CIL) section
   1. Indent of office materials like stationary, computer accessory and maintaining official files etc.
DUTIES ASSIGNED TO Mr. M.T. SAMBANDAM, APPO (AH)

A. SCRUTINY OF EXPORT CASES.

1. All the export cases pertaining to safety issues or referred to Consultant (Path) for toxicological evaluation.
2. The information provided by the applicant is scrutinized on the product applied for registration.
3. The information is gathered from the public domain and matched with the information provided by the applicant.
4. The same is apprised to the Consultant (Path).
5. As per his directions, either deficiency is communicated to the applicant for more information / to complete the data gap as per existing guidelines of RC / as per preamble of the Insecticides Act, 1968.
6. Cautionary statements and mitigation measures are mentioned on the L/Ls as per the Insecticides Rules 1971.
7. If the technical material is for import, it is checked that it is already Registered and allowed for use in the Country, than precautions are taken that it should be imported from the approved source.
8. The Registration status, restriction status and banned status is noted from the public domain.
9. Once the case is complete in the view of Consultant (Path) the Agenda is prepared with the prior approval of APPA (CIB&RC).

B. PARLIAMENT QUESTIONS, VVIP REFERENCES AND VIP REFERENCES

1. The draft reply is prepared immediately on receipt of Parliament questions, VVIP references and VIP references.
2. Parliament questions are prepared comments are presented to Consultant (Path) in a tabular form so that point wise response may be prepared.
3. The material is typed (soft copies prepared from hard copy).
4. The material for safety and bio-efficacy is gathered from already existed archived records, Agenda of various RC meetings, the material available on public domain is per used for preparation of draft reply / response on the behalf of DAC&FW, MoA&FW, Government of India and / Registration Committee.

C. TIM Vs FI, TIM Vs 9(3), FIM, TI (New molecule), TIM (New Molecule) MUP – Animal health assessment etc.

1. All the Animal health related cases pertaining to safety issues and their toxicological evaluation in all the studies of TIM Vs FI, TIM Vs 9(3), FIM, TI (New molecule), TIM (New Molecule), MUP.

D. Collecting office materials from SO(OMRAC) section

2. Indent of office materials like stationary, computer accessory and maintaining official files, vehicle indents etc.
DUTIES ASSIGNED TO Dr. M.PAVARAJ, APPO (ENTO)

A. SCRUTINY OF EXPORT CASES.
   1. All the export cases pertaining to safety issues or referred to Consultant (Path) for toxicological evaluation.
   2. The information provided by the applicant is scrutinized on the product applied for registration.
   3. The information is gathered from the public domain and matched with the information provided by the applicant.
   4. The same is apprised to the Consultant (Path).
   5. As per his directions, either deficiencies are communicated to the applicant for more information / to complete the data gap as per existing guidelines of RC / as per preamble of the Insecticides Act, 1968.
   6. Cautionary statements and mitigation measures are mentioned on the L/Ls as per the Insecticides Rules 1971.
   7. If the technical material is for import, it is checked that it is already Registered and allowed for use in the Country, than precautions are taken that it should be imported from the approved source.
   8. The Registration status, restriction status and banned status is noted from the public domain.
   9. Once the case is complete in the view of Consultant (Path) the Agenda is prepared with the prior approval of APPA (CIB&RC).

B. SCRUTINY OF LEGAL CASES
   1. Whenever legal cases are referred to Consultant (Path), the petitioner’s comments are presented to Consultant (Path) in a tabular form so that point wise response may be prepared.
   2. The material is typed (soft copies prepared from hard copy).
   3. The material for safety and bio-efficacy is gathered from already existed archived records, Agenda of various RC meetings, the material available on public domain is per used for preparation of draft reply / response on the behalf of DAC&FW, MoA&FW, Government of India and / Registration Committee.
   4. Several cases are going on in Hon’ble Supreme Court of India / High Courts where we are respondent.

C. PARLIAMENT QUESTIONS, VVIP REFERENCES AND VIP REFERENCES
   1. The draft reply is prepared immediately on receipt of Parliament questions, VVIP references and VIP references.
   2. Parliament questions are prepared comments are presented to Consultant (Path) in a tabular form so that point wise response may be prepared.
   3. The material is typed (soft copies prepared from hard copy).
   4. The material for safety and bio-efficacy is gathered from already existed archived records, Agenda of various RC meetings, the material available on public domain is per used for preparation of draft reply / response on the behalf of DAC&FW, MoA&FW, Government of India and / Registration Committee.

D. VARIOUS SUB-COMMITTEES
   1. Assisting the Consultant (Path) for conduction of various meetings of Committees
   2. Accompanying the Consultant (Path) with relevant materials and files.
   3. Preparing the Agenda, draft Minutes and providing other relevant material which are pre-requisite for a particular meeting.
E. COORDINATION WITH OTHER CONSULTANTS, EXPERTS, APPOs, OFFICE OF APPA / SR.AO
The coordination activity has been assigned to Dr.M.Pavaraj

TO APPRISE CONSULTANT (PATH) ON VARIOUS PLANT METABOLITES AND LABEL CLAIMS
Contact Details Of officers/ Officials in the Toxicology Discipline of Consultant (Pharma)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Sandhya Kulshrestha</td>
<td>Consultant (Pharma)</td>
<td>9811978000</td>
<td>E-472, GK part II, New Delhi- 110048</td>
</tr>
<tr>
<td>2</td>
<td>Smt. Suman Basra</td>
<td>Personal Assistant</td>
<td>9971597322</td>
<td>H.No. 1621, Sector 16, NIT Faridabad.</td>
</tr>
<tr>
<td>3</td>
<td>Shri Jai Parkash</td>
<td>APPO(Tox)</td>
<td>9810891347</td>
<td>Qr.No. 949/ IV, N-H-4, NIT, Faridabad-121001</td>
</tr>
<tr>
<td>4</td>
<td>Shri Sanjeev Kumar</td>
<td>APPO (Tox)</td>
<td>9811714215</td>
<td>Qr.No. 75/ III, N-H-4, NIT, Faridabad-121001</td>
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Provision of Link Officials in case of absence of any Official/ Staff

<table>
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<th>S.No.</th>
<th>Name of the official</th>
<th>Link Officer</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. Sandhya Kulshrestha, Consultant (Pharma)</td>
<td>Dr. S.K. Khurana , Consultant (Pharma)</td>
</tr>
<tr>
<td>2</td>
<td>Shri Jai Parkash, APPO (Tox)</td>
<td>Shri Sanjeev Kumar, APPO (Tox)</td>
</tr>
<tr>
<td>3</td>
<td>Shri Sanjeev Kumar, APPO (Tox)</td>
<td>Shri Jai Parkash, APPO (Tox)</td>
</tr>
<tr>
<td>4</td>
<td>Smt. Suman Basra, P.A</td>
<td>1. Shri Jai Parkash, APPO (Tox) 2. Shri Sanjeev Kumar, APPO (Tox)</td>
</tr>
</tbody>
</table>

Work allocated to Toxicology Discipline of Consultant (Pharma)

1. The work of the Toxicology Division in the Secretariat of CIB&RC is to assess the safety of the pesticides to the human, animals and environment at large with reference to applications received for registration under section 9(3) of the insecticides Act. This task is accomplished by conducting technical scrutiny of the toxicological data submitted by the pesticide registrants.

2. RTT application as and when received.

3. To assist in technical review of pesticides for their continued use or otherwise in the country.

4. Preparation of Reports, Agendas, Minutes and to co-ordinate for collection of information for various meetings etc.

5. To provide comments on VIP references and other references received from Dept. of Agriculture, Cooperation & Farmer Welfare, Reply to Parliament Questions and RTI.

6. To attend various meetings related to pesticides Management.


Work allocated to officers/Officials in the Toxicology Discipline

A. Dr. Sandhya Kulshrestha, Consultant (Pharma)

1. Collection, collation of information on safety aspects of pesticides.

2. Critical evaluation of scientific data submitted for registration of pesticides with respect to establishing its safety.

3. To advice the Registration Committee and Central Insecticides Board on safety parameters.

4. Collection and collation of information on various aspect of Pesticides Poisoning and its managements and guidance on safe & judicious use of pesticides.

5. To attend various meetings/seminars.

6. To attend the concerned V.I.P. references, Parliament Questions, references from Deptt. of Agriculture, Cooperation and Farmers Welfare.
B. Shri Jai Parkash, APPO (Tox)

1. Technical scrutiny of Toxicology data submitted by the applicant for registration of the new molecules chemical pesticides under section 9(3b), 9(3) and other categories of files/applications;
2. To render assistance to the concerned experts in technical review of pesticides for their use and/or otherwise, preparation of technical reports, agendas etc. for Registration Committee, etc.;
3. To render assistance to the concerned experts in preparation of Reports, Agendas, Minutes and Reply to Parliament Questions and RTI and also, to co-ordinate for collection of information for various meetings etc.

C. Shri Sanjeev Kumar, APPO (Tox)

1. Technical scrutiny of Toxicology data submitted by the applicant for registration of the registered chemical pesticides under section 9(3b), 9(3) and other categories of files/applications;
2. To render assistance to the concerned experts in technical review of pesticides for their use and/or otherwise, preparation of technical reports, agendas etc. for Registration Committee, etc.;
3. To render assistance to the concerned experts in preparation of Reports, Agendas, Minutes and Reply to Parliament Questions and RTI and also, to co-ordinate for collection of information for various meetings etc.

D. Smt. Suman Basra, P.A

1. To render assistance in typing work to the concerned expert in preparation of Reports, Agendas, Minutes and Reply to Parliament Questions and RTI and also, to co-ordinate for collection of information for various meetings etc.

Any other work of importance assigned by the concerned expert.
### CONTACT DETAILS OF OFFICERS/OFFICIALS IN MEDICAL TOXICOLOGY DIVISION ASSOCIATED WITH Dr. SARITA BHALLA

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Sarita Bhalla</td>
<td>Consultant (Pharma)</td>
<td>9810310699</td>
<td>B 16/2, Ramesh Nagar, Delhi</td>
</tr>
<tr>
<td>2</td>
<td>Mr. Satish Kumar</td>
<td>APPO</td>
<td>9873971007</td>
<td>H. No-310, sector 21 B, Faridabad</td>
</tr>
<tr>
<td>3</td>
<td>Mrs. Ekta Gupta</td>
<td>APPO</td>
<td>9911762561</td>
<td>H. No. 203, Prem apartment, Sector 21C, Faridabad</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Vijay K. Ahuja</td>
<td>PS</td>
<td>9990593338</td>
<td>H. No-2340, sector 16, Faridabad</td>
</tr>
<tr>
<td>4</td>
<td>Dr. Sameya Anjum</td>
<td>Research officer</td>
<td>9312120396</td>
<td>H. No. 22, Shahupura, Sector 65, Faridabad</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Ram Niwas</td>
<td>RA</td>
<td>8218025482</td>
<td>Gandhi colony, sector 21 B, Faridabad</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO CONSULTANT (PHARMA) AND OTHER ASSOCIATED SUBORDINATE STAFF

Dr. Sarita Bhalla, Consultant (Pharma)

1. Scrutiny of Toxicological data for registration of Chemical/pesticides u/s 9(4) TIM of the Insecticides Act
2. Scrutiny of Toxicological data for registration of bio pesticides under section 9(3) & 9(3b) of Insecticide Act.
3. Member secretary to various sub-committees regarding
   a. Spray operator exposure study
   b. Harmonization of bio pesticide guidelines
   c. Review of Paecilomyces lilicinus
   d. Review of Mancozeb and Monocrotophos
5. Collation and compilation of data on pesticide poisoning and death due to pesticides all over India.
6. Member for review committee on 66 pesticides committee.
7. Member of Panel of FSSAI on Pesticides and Antibiotic Residues
8. Comments on issues from DAC and other ministries.

Mr. Satish Kumar, APPO (Toxicology)

1. Assistant level scrutiny of Toxicological data for registration of bio pesticides under various section of Insecticide Act.
2. Assistant level scrutiny of Toxicological data for registration of chemical pesticides under 9(4) TIM category of Insecticide Act.
3. Preparation of agendas of bio pesticides and 9(4) TIM files for RC meeting.
4. Authentication of draft and fair certificates.
5. To assist consultant pharma in discharge of her duties.
6. Assists in preparation of agendas and minutes of various sub-committees.

Mrs. Ekta Gupta APPO (Toxicology)

1. Assistant level scrutiny of Toxicological data for registration of bio pesticides under various section of Insecticide Act.
2. Assistant level scrutiny of Toxicological data for registration of chemical pesticides under 9(4) TIM category of Insecticide Act.
3. Preparation of agendas of bio pesticides and 9(4) TIM files for RC meeting.
4. Authentication of draft and fair certificates of 9(4) TIM category.
5. Assists in preparation of agendas and minutes of various sub-committees.
6. To assist consultant pharma in discharge of her duties.
Mr. Vijay Ahuja, P.S. to Dr. Sarita Bhalla

1. Taking dictation, keep up to date records of officers, appointments and meetings there of.
2. Visitors are attended courteously and diplomatically.
3. Maintain record of secret/confidential papers received as well as issued from officers successfully and discharge all assignment and verbal instructions assigned by officers and colleagues and work with full devotion, dedication and sincerity.

Dr. Sameya Anjum, Research Officer

1. Preparation of agendas of bio pesticides and 9(4) TIM files for RC meetings.
2. Authentication of draft and fair certificates of 9(4) TIM files and bio pesticides category.
3. To assist consultant pharma in discharge of her duties
4. To provide Literature search of various chemical pesticides and bio pesticides.

Dr. Ram Niwas, RA

1. To provide Literature search of various chemical pesticides.

Provision of Link Officials in case of absence of any official/staff

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Official</th>
<th>1st Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Sarita Bhalla, Consultant (Pharma)</td>
<td>The officer of this rank has typical/special works assigned, advice/comments/suggestions may be taken from other Consultant (Pharma)</td>
</tr>
<tr>
<td>2</td>
<td>Mr. Satish Kumar, APPO</td>
<td>Mrs. Ekta Gupta, APPO</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Vijay Ahuja, APPO</td>
<td>Mr. Satish Kumar, APPO</td>
</tr>
<tr>
<td>4</td>
<td>Mrs. Ekta Gupta, APPO</td>
<td>Mr. Satish Kumar, APPO</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Sameya Anjum, RO</td>
<td>Mrs. Ekta Gupta, APPO</td>
</tr>
<tr>
<td>6</td>
<td>Dr. Ram Niwas, RA</td>
<td>Mrs. Ekta Gupta, APPO</td>
</tr>
</tbody>
</table>
Organization Chart of Chemistry 1, CIB&RC

APPA & Secretary (CIB&RC) (Shri D D K Sharma)

Joint Director (Chem) (Dr Archana Sinha)

APPO Smt Vineeta Maheshwari
APPO Sh. Devender Dhandholiya
APPO Sh. Basaveppa

CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE CIR – I & CIR – II SECTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr Archana Sinha</td>
<td>Joint Director (Chem)</td>
<td>9868881794</td>
<td>274, Sitaram Apatment, I.P. Extension, Patparganj, Delhi</td>
</tr>
<tr>
<td>2.</td>
<td>Smt Vineeta Maheshwari</td>
<td>APPO (Chem)</td>
<td>9582438559</td>
<td>B- Block, 84 A, Majlis Park, Adarsh Nagar, Delhi</td>
</tr>
<tr>
<td>3.</td>
<td>Shri Devender Dhandholiya</td>
<td>APPO (Chem)</td>
<td>9643929378</td>
<td>Qtr No 86, Type-3, NH-IV, Faridabad</td>
</tr>
<tr>
<td>4.</td>
<td>Shri Basaveppa</td>
<td>APPO (Ento)</td>
<td>8800611049</td>
<td>NIT 5, Faridabad</td>
</tr>
</tbody>
</table>
**WORK ALLOCATED TO DR. ARCHANA SINHA, JD (Chem)**

The following works have been allocated

1. All categories 9(3) files [excluding export and bio-pesticides
2. All files related to import permit of Boric acid
3. All files related to import permit of multiuse insecticides (other than boric acid)
4. Endorsement of Shelf life 9(3)
5. Endorsement of Shelf life 9(4) files
6. All files related to Biocides
7. Approval of laboratory for data generation
8. Issues related to International Conventions (Codex, Rotterdam, Basal, WTO notification etc)
9. Working as CPIO (CIB&RC) – All work related to RTI
10. All work related to MPRNL
11. All Work related to NPRR & NPRL
12. All Work related to NPRL
13. All work Related to FAD1
14. Any other work assigned by PPA & APPA & Secy (CIB&RC)

**WORK DISTRIBUTION AMONGST THE JD & APPOs**

1. **Dr. Archana Sinha, JD (Chem):** Working as CPIO (CIB&RC) with following officers & officials
   1. Sh. Vivek Narayan, Sr. A.O.
   2. Sh. N.K. Singh, Section Officer
   3. Sh. Dinesh Kumar, A.S.O.

2. **Dr. Archana Sinha, JD (Chem):** Working as Scheme In-charge of NPIL & NPRR with following officer
   1. Sh. Avnish Tomar

3. All work related to MPRNL : No officer / Official or official attached
4. All work Related to FAD1 : No officer / official or official attached
5. Any other work assigned by PPA & APPA & Secy (CIB&RC)
Smt Vineeta Maheshwari, APPO (Chem.)

- APPO is responsible for scrutinizing applications for registration of new molecules (Technical & formulations) u/s 9(3)
- Any other work of importance, assigned by the higher authorities.

Shri Devender Dhandholiya, APPO (Chem.)

- APPO is responsible for scrutinizing applications for registration of already registered molecules (Technical & formulations) u/s 9(3)
- All applications for seeking Endorsement of Shelf life 9(3) & 9(4)
- All files related to import permit of Boric acid
- All files related to import permit of multiuse insecticides (other than boric acid).
- Any other work of importance, assigned by the higher authorities

Shri Basavaneppa, APPO (Ento.)

- All files related to Biocides
- Approval of laboratory for data generation
- WTO notification on pesticides related matter
- Issues related to International Conventions (Codex, Rotterdam, Basal etc)
- Any other work of importance, assigned by the higher authorities.

Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, currently, there is no provision of Link Officials in case of absence of any Official / Staff

*****
Organization Chart of Chemistry Division of CIB&RC

APPA & Secretary, CIB&RC  
(Sh. D.D.K. Sharma)

Dy. Director (Chem.)  
Ms. Kamlesh Miglani

Vineeta Maheshwari

Venkateshwarlu Malothu

Contact details of officers/officials in Chemistry Division

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>VineetaMaheshwari( Also attached with two other officers)</td>
<td>APPO (Chem.)</td>
<td>9582438559</td>
</tr>
<tr>
<td>2.</td>
<td>VenkateshwarluMalothu</td>
<td>APPO (Chem.)</td>
<td>8639680683</td>
</tr>
</tbody>
</table>

Allocated Duties

KamleshMiglani ,Dy. Director (Chemistry)

1. Evaluation of Chemistry dossiers of all applications of Bio-pesticide under section 9 (3) and 9(3b) of the Insecticides Act, 1968 and preparation /submission of comments for consideration of CIB&RC.
2. Evaluation of Chemistry dossiers of all applications of Bio-pesticide for extension of validity period of the Registration Certificates issued under Section 9 (3b) of the Insecticides Act,1968 and preparation /submission of comments for consideration of CIB&RC.
3. Evaluation of Chemistry dossiers of all applications of Bio-pesticide for enhancement of self-life of the product issued under Section 9 (3b) of the Insecticides Act,1968 and preparation /submission of comments for consideration of CIB&RC.
4. Evaluation of Chemistry dossiers of all applications for inclusion pesticides molecules in the Schedule to the Insecticides Act, 1968 category and preparation /submission of comments for consideration of CIB.
5. Evaluation of all request of Export/ Import Notification under prior Informed Consent Procedure of The Rotterdam Convention and preparation /submission of comments for consideration of DAC&FW/ DNA.
6. Perform the duties of Insecticides Inspector for Drawl of samples for pre-registration verification required as per the guidelines for registration of technical u/s 9(3) and 9(4) of the Insecticides Act and for quality control purpose.
7. Verification and checking of draft/ final certificate of registrations for online updating of data bank.
8. Preparation and Upgradation of the following list for online uploading:-
   a. Insecticides / Pesticides Registered under section 9(3) of the Insecticides Act, 1968 for use in the Country.
   b. Pesticides and their formulation registered under the Insecticides Act
   c. Insecticides registered under the Insecticides Act for use in Household/Public Health/Rodent etc.
   d. Compendium of Registered pesticides, source of supply and list of manufacturers under Section 9(3) of the Insecticides Act, 1968

9. Provide technical inputs from chemistry angle in Right to Information Act, 2005 and preparation /submission of comments for consideration.
10. Provide technical inputs for the Representations/ letters received from the various pesticides Association, DAC&FW, State Agriculture authorities etc. and preparations of comments, DFAs & replies and submissions for consideration of APPA/ DAC&FW.
11. Attending technical brief, meetings viz., Review Committee, Central Insecticides Board & Registration Committee meetings and Courts in various prosecution filed in different court.
12. Preparation of technical SOP’s for Chemistry data verification and cross-validation. Technical backstopping for researchers and further deliberations with Senior Consultants/ any other work assigned by the APPA/Secretary/higher authorities.
13. Any other work assigned by the APPA/Secretary/higher authorities.

Vineeta Maheshwari (Also attached with two other officers) APPO (Chem.)

To scrutinise the all applications of all category of Bio-pesticide under section 9 (3) of the Insecticides Act, 1968.

Venkateshwarlu Malothu APPO (Chem.)

1. To scrutinise the applications of all category of Bio-pesticide under section 9 (3b) of the Insecticides Act, 1968.
2. To scrutinise the applications for extension of validity period of the Registration Certificates issued under Section 9 (3b) of the Insecticides Act, 1968 for Bio-pesticide.
3. To scrutinise the applications Bio-pesticide for enhancement of self-life of the product issued under Section 9 (3b) of the Insecticides Act, 1968.
4. To scrutinise the applications for inclusion pesticides molecules in the Schedule to the Insecticides Act, 1968.
5. To scrutinise all request of Export/ Import Notification under prior Informed Consent Procedure of The Rotterdam Convention.
6. To examine and put up all the Representations/ letters received from the various pesticides Association, DAC&FW, State Agriculture authorities etc.
7. Verification and checking of draft/ final certificate of registrations for online updating of data bank.
8. To provide information for preparation and upgradation of the following list for online uploading on the public domain.

   a. Insecticides / Pesticides Registered under section 9(3) of the Insecticides Act, 1968 for use in the Country
   b. Pesticides and their formulation registered under the Insecticides Act
   c. Insecticides registered under the Insecticides Act for use in Household/Public Health/Rodent etc.
   d. Compendium of Registered pesticides, source of supply and list of manufacturers under Section 9(3) of the Insecticides Act, 1968

Provide technical inputs on Chemistry and related fields to the Registration Committee (RC) and Central Insecticide Board (CIB).

9. To maintain complete records of files.
10. Any other work assigned by the Dy. Director (chem.) /higher authorities.
Organization Chart of **Bio-efficacy Section** of CIB&RC

CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE BIO-EFFICACY SECTION (ENTOMOLOGY)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>E-Mail ID</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri K.W. Deshkar</td>
<td>Deputy Director (E)</td>
<td>9999129820</td>
<td><a href="mailto:kiran.deshkar@gov.in">kiran.deshkar@gov.in</a></td>
<td>Q.No. 1002 Type-IV, Block 2, N.H.IV, Faridabad – 121001</td>
</tr>
<tr>
<td>2</td>
<td>Shri A.N. Rao</td>
<td>Assistant Director (E)</td>
<td>9003117334</td>
<td><a href="mailto:addankirao2003@gmail.com">addankirao2003@gmail.com</a></td>
<td>3 H 55, Colony No. 3, NIT 3, Faridabad – 121001</td>
</tr>
<tr>
<td>3</td>
<td>Shri Rambir Singh</td>
<td>P.P.O. (E)</td>
<td>7042673491</td>
<td><a href="mailto:rambirs2@gmail.com">rambirs2@gmail.com</a></td>
<td>H.NO. 133, Sector 21 D, Faridabad - 121001</td>
</tr>
<tr>
<td>4</td>
<td>Sh. N.K. Bhargava</td>
<td>P.P.O. (E)</td>
<td>8810267780</td>
<td><a href="mailto:naveenbhargava09@yahoo.com">naveenbhargava09@yahoo.com</a></td>
<td>C/o Vijay Bhargava, H.NO. 50-B, Block C, Pocket A, Shalimar Bagh New Delhi</td>
</tr>
<tr>
<td>5</td>
<td>Sh. N.R. Meena</td>
<td>P.P.O. (PP)</td>
<td>7387760315</td>
<td><a href="mailto:nanagram.meena@gov.in">nanagram.meena@gov.in</a></td>
<td>5 K/23 1St Floor, Near Agma Gas Agency Sec-5, NIT- Faridabad - 121001</td>
</tr>
<tr>
<td>6</td>
<td>Sh. Y.S. Berchhiwal</td>
<td>A.P.P.O.</td>
<td>8586875963</td>
<td><a href="mailto:yasberchhiwal@gmail.com">yasberchhiwal@gmail.com</a></td>
<td>House No.1974, Type – III, New Colony, NH-</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO BIO-EFFICACY SECTION (ENTOMOLOGY)

The following works have been allocated to Bio-Efficacy Section (Entomology): -

1. All Files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act, 1968.
2. All Files pertaining to registration of Bio- Pesticides u/s 9(3) / 9(3b) of Insecticide Act, 1968.
4. Label claim Expansion / Endorsement of Chemical Pesticides u/s 9(3) of Insecticide Act, 1968.
5. Co-ordination regarding MRL issues with FSSAI.
6. Parliament question, VIP references, RTI, Correspondence with DAC & FW/ State Government Department pertaining to Chemical Pesticides and Bio-Pesticides.
7. Issuance of Deficiency letters pertaining to chemical pesticides and bio-pesticides.
8. All files pertaining to registration of Neonicotinoids.
10. All files pertaining to TIM u/s 9 (4) of Insecticide Act, 1968.
11. All files pertaining to RTT.
12. All files of already approved label claim Endorsement.
13. Any other work assign by APPA & Secretary (CIB&RC).

WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER BIO-EFFICACY SECTION (ENTOMOLOGY)

Shri K.W. Deshkar, Deputy Director (Ento)

- All Files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act, 1968.
- Co-ordination regarding MRL issues with FSSAI.
- Label claim Expansion / Endorsement of Chemical Pesticides u/s 9(3) of Insecticide Act, 1968.
- Parliament question, VIP references, RTI, Correspondence with DAC & FW / State Government Department pertaining to Chemical Pesticides.
- Issuance of Deficiency letters pertaining to chemical pesticides.
• Preparation of Pendency reports (Chemicals), Agenda, ICAR Comments letters.
• All files pertaining to RTT.
• Any other work assign by APPA & Secretary (CIB&RC).

Shri A.N. Rao, Assistant Director (Ento)

• All Files pertaining to registration of Bio-Pesticides u/s 9(3) / 9 (3b) of Insecticide Act, 1968.
• Label claim Expansion / Endorsement of Bio-Pesticides u/s 9(3) of Insecticide Act, 1968.
• Parliament question, VIP references, RTI, Correspondence with DAC & FW / State Government Department pertaining to Bio-Pesticides.
• Issuance of Deficiency letters pertaining to Bio-Pesticides.
• Preparation of Pendency reports (Bio-Pesticides), Agenda, ICAR Comments letters.
• All files pertaining to registration of Neonicotinoids.
• Any other work assign by Deputy Director (E) & APPA & Secretary (CIB&RC).

Shri Rambir Singh, PPO (Ento.)

• Scrutiny of all files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act, 1968.
• Co-ordination regarding MRL issues with FSSAI.
• Verification of Deficiency reply (Chemicals).
• Issues related to RTI.
• Any other work assign by Deputy Director (E) & APPA & Secretary (CIB&RC).

Shri N.K. Bhargava, PPO (Ento.)

• Scrutiny of all files pertaining to registration of Bio-Pesticides u/s 9(3) / 9 (3b) of Insecticide Act, 1968.
• All files pertaining to registration of Neonicotinoids.
• Preparation of Pendency reports (Bio-Pesticides), Agenda, ICAR Comments letters.
• Verification of Deficiency reply (Bio-Pesticides).
• Label claim Expansion / Endorsement of Bio-Pesticides u/s 9(3) of Insecticide Act, 1968.
• Parliament question, VIP references, RTI, Correspondence with DAC & FW / State Government Department pertaining to Bio-Pesticides.
• Any other work assign by Deputy Director (E) / Assistant Director (E) & APPA & Secretary (CIB&RC).

Shri N.R. Meena, PPO (PP)

• Validity Extension of registration of Bio-Pesticides u/s 9 (3b) of Insecticide Act, 1968.
• Preparation of Pendency reports (Bio Pesticides), RTT, Agenda & ICAR Comments letters.
• All files pertaining to TIM u/s 9 (4) of Insecticide Act, 1968
• All files of already approved label claim Endorsement.
• Any other work assign by Deputy Director (E) / Assistant Director (E) & APPA & Secretary (CIB&RC).
Shri Y.S. Berchhiwal, APPO

- Label claim Expansion / Endorsement of Chemical Pesticides u/s 9(3) of Insecticide Act, 1968.
- Parliament question, VIP references, RTI, Correspondence with DAC & FW/ State Government Department pertaining to Chemical Pesticides and Bio-Pesticides.
- Any other work assign by Deputy Director (E) / Assistant Director (E) & APPA & Secretary (CIB&RC).

Shri S.K. Sharma, APPO (E)

- Issuance of Deficiency letters pertaining to chemical pesticides.
- Preparation of Pendency reports (Chemical), Agenda, ICAR Comments letters.
- Any other work assign by Deputy Director (E) / Assistant Director (E) & APPA & Secretary (CIB&RC).

Ms. Preeti Kandpal, DEO

- All kinds of typing work as per requirement of Entomology Unit.
- Any other work assign by Deputy Director (E) / Assistant Director (E) & APPA & Secretary (CIB&RC).

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Provision of Link Officers / Officials in case of absence on leave / tour of any Officers / Officials

Controlling Officer has authority to make such changes as considered necessary for disposal of pendency, leave / tour of staff. However, following internal link officer system will function:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the official</th>
<th>1st Link</th>
<th>2nd Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri K.W. Deshkar, Deputy Director (E)</td>
<td>Shri A.N. Rao, Assistant Director (E)</td>
<td>Shri Rambir Singh, PPO (E)</td>
</tr>
<tr>
<td>2</td>
<td>Shri A.N. Rao, Assistant Director (E)</td>
<td>Shri K.W. Deshkar, Deputy Director (E)</td>
<td>Shri N. K. Bhargava, PPO (E)</td>
</tr>
<tr>
<td>3</td>
<td>Shri Rambir Singh, PPO (E)</td>
<td>Sh. Y.S. Berchhiwal, APPO</td>
<td>Sh. S.K. Sharma, APPO (E)</td>
</tr>
<tr>
<td>4</td>
<td>Shri N. K. Bhargava, PPO (E)</td>
<td>Shri A.N. Rao, Assistant Director (E)</td>
<td>Sh. N.R. Meena, PPO (PP)</td>
</tr>
<tr>
<td>5</td>
<td>Sh. N.R. Meena, PPO (PP)</td>
<td>Shri N. K. Bhargava, PPO (E)</td>
<td>Shri A.N. Rao, Assistant Director (E)</td>
</tr>
<tr>
<td>6</td>
<td>Sh. Y.S. Berchhiwal, APPO</td>
<td>Shri Rambir Singh, PPO (E)</td>
<td>Sh. S.K. Sharma, APPO (E)</td>
</tr>
<tr>
<td>7</td>
<td>Sh. S.K. Sharma, APPO (E)</td>
<td>Shri Rambir Singh, PPO (E)</td>
<td>Sh. Y.S. Berchhiwal, APPO</td>
</tr>
</tbody>
</table>
Organization Chart of Legal Division of CIB&RC

APPA & Secretary, CIB&RC (Sh. D.D.K. Sharma)

Senior Law Officer (Sh. Hariom Miglani)

Law Officer (Niraj Kulshrestha)

PPO (Chem.) (Mr. G.S. Patel)

APPO (Ms. Chhaya Pasi)

D.E.O (Mr. Ravi Kumar)

CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE CIR – I & CIR – II SECTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Hariom Miglani</td>
<td>Senior Law Officer</td>
<td>9560170769</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Niraj Kulshrestha</td>
<td>Law Officer</td>
<td>9811580774</td>
</tr>
<tr>
<td>1.</td>
<td>Shri G.S. Patel</td>
<td>PPO</td>
<td>8800217854</td>
</tr>
<tr>
<td>2.</td>
<td>Ms. Chhaya Pasi</td>
<td>A.P.P.O.</td>
<td>9424768286</td>
</tr>
<tr>
<td>6.</td>
<td>Shri Ravi</td>
<td>D.E.O.</td>
<td>9711315991</td>
</tr>
</tbody>
</table>
DUTIES ALLOCATED TO LEGAL SECTION

Shri Hariom Miglani, Sr. Law Officer

➢ To supervise the entire litigation across various high courts and Supreme Court.
➢ To advise APPA & Secretary, CIB&RC regarding the correct interpretation of the provisions contained in the Insecticides Act, 1968 and Rules, 1971.
➢ To perform other legal work pertaining to the registrations under the Insecticides Act, 1968 as per the desire of APPA & Secretary, CIB&RC.
➢ To provide legal opinion as and when desired by Senior Officers of DAC&FW.
➢ To brief ASG’s and Government Counsels on Legal Aspect of the Insecticides Act, 1968.
➢ To attend the hearings in courts cases and appeals as per requirement and / or on the desire of Senior Officers.

Niraj Kulshrestha, Law Officer

➢ To prepare comments in court cases / appeals and put-up to Senior Law Officer for improvements.
➢ To attend the hearings on regular basis in the Hon’ble Courts.
➢ To co-ordinate with ASG’s / Government Counsels and technical experts, so as to provide technical briefing.
➢ To maintain complete records of the court cases / appeals and if required to be taken in the Hon’ble Courts / appellate authority/
➢ To provide legal inputs in VIP references / Grievances, FR’s and other communications in which legal issues are involved.
➢ To overall assist Senior Law Officer in the discharging of duties pertaining to legal division.
➢ To performed such other duties as marked by APPA & Secretary, CIB&RC and Senior Law Officer.
➢ To ensure the preparation of comments and its filing within the time framed after approval of competent authority at DAC&FW.

Shri G.S. Patel, PPO (Chem.)

➢ To provide technical inputs to Senior Law Officer and Assist him technically in the day to day working of legal division.

Ms. Chhaya Pasi

➢ To assist Mr. Niraj Kulshrestha, law officer in overall discharge of the duties pertaining to Law Officer.
➢ Any other work assigned by APPA & Secretary, CIB&RC, Senior Law Officer and Law Officer
Organization Chart of Export Division of CIB&RC

CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE EXPORT DIVISION

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri R.B. Sharma</td>
<td>AD(chem.)</td>
<td>9711889936</td>
<td>House No. 404A, First Floor, Sector 21-D, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. Vijeta Gupta</td>
<td>SRF</td>
<td>7503423633</td>
<td>Century Tower Flat no. 901 Omaxe Heights Sector-86 Faridabad</td>
</tr>
</tbody>
</table>

WORK ALLOCATED TO EXPORT DIVISION

The following works have been allocated to Export Division:

**A. Exports**
1. Scrutiny of all applications for seeking registration under 9 (3) Export category as per approved guideline of Export category.
2. Issue the Export Certificate of registration to the concerned firms as per the decision of the RC.

**B. Endorsement**
1. Scrutiny of applications of Endorsement of already approved Source of Import.
2. Endorsement of Name Change of Source of Import.
3. Endorsement of inclusion of supplier name of already approved Source of Import.
C. **Free Sale Certificates**
   i. Scrutiny of applications for Free sale certificate for the use in Export as well assign domestic market of pesticides.
   ii. Authentication of the Free sale certificates.

D. **Any other works assigned from time – to – time from Senior Administrative Officer / APPA & Secretary (CIB&RC).**

**WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER EXPORT DIVISION**

R.B.Sharma A.D.(chem.)

- A.D. (chem.) is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure to complete the Scrutiny of application in Export category on RC to RC basis and timely issue the CR to the concern firm, Scrutiny of all applications received for Endorsement and Free Sale Certificates and authentication of DFA of Endorsement and Free Sale Certificates prepared by Sections (CIR-I and CIR-II), supervision and discharge of assigned work of the division in an efficient and effective manner. He will ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

Dr. vijeta Gupta, SRF

i. Assists in Scrutiny of Application of Export Category, Endorsement &Free sale certificates.
ii. Typing of Letter such as: - Issue of deficiency Letters, Preparation of Pendency List (Weekly).
iii. Records of files (in and out from the Division).

*******
CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE PACKAGING SECTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Avnish Tomar</td>
<td>Assistant Director</td>
<td>9968593314</td>
<td>B-251, MIG Flats, East of Loni Road, Shahdara, Delhi</td>
</tr>
<tr>
<td>2.</td>
<td>Sh. Punit Yadav</td>
<td>APPO (Chemistry)</td>
<td>-</td>
<td>House No. 301, NIT-IV, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Ms. Beena Malviya</td>
<td>Senior Research Fellow</td>
<td>9827963776</td>
<td>House No. 42, Sector-21B, Faridabad</td>
</tr>
</tbody>
</table>

WORK ALLOCATED TO PACKAGING SECTION

The following works have been allocated to Packaging Section:

- All applications for seeking registration under 9(3), 9(3B) TIM /F/TI/FI and 9 (4) TIM category for scrutiny of data submitted for packaging requirements as per CIBRC guidelines.
All applications for Endorsement of New/Additional/Alternate Packing for already registered pesticides and their formulations.

Reply of RTIs, VIP references, Parliamentary Matters, Public Grievances, Miscellaneous information related to packaging.

Weekly pendency report preparation, verification of Draft Certificates, Agenda preparation for RC meetings and follow up actions of RC decisions.

Any other works assigned from time to time by APPA & Secretary (CIB&RC).

**WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER PACKAGING SECTION**

**Shri Avnish Tomar, A.D. Chemistry**

- A.D Chemistry (Packaging Expert) is responsible for scrutiny of various files received in CIBRC for registration of pesticides (Chemical and Bio-pesticides) under 9(3), 9(3B) and 9(4) TIM/F/TI/FI category per the data requirements of CIBRC guidelines for Packaging Discipline.
- He is responsible for the scrutiny and processing of Endorsement Application received in CIBRC for New/Additional/Alternate Packing for already registered pesticides and their formulations.
- He is responsible for timely communication of deficiencies via email, speed post in various applications received for registration of pesticides under under 9(3), 9(3B) and 9(4) TIM/F/TI/FI category.
- He will ensure overall control, supervision and discharge of assigned work of the packaging section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.
- He will ensure maintaining of peace and discipline by all the staff members.
- Any other work of importance as assigned by the higher authorities.

**Shri Punit Yadav, A.P.P.O. (Chem)**

- All applications for seeking registration under 9(4) TIM category for preliminary scrutiny in accordance with the CIBRC guidelines and putting up comments to A.D. Chemistry.
- Communication of deficiencies via email/speed post observed in applications under 9(4) TIM category.
- Maintaining the pendency status of files under 9(4) TIM category.
- RTI Matters and its quarterly reports.
- DAC& FW letters/VIP references related to packaging.
- Overall supervision in absence of A.D. Chemistry.
- Any other work of importance, assigned by the higher authorities.
Ms Beena Malviya, Senior Research Fellow (Chemistry)

- All applications for seeking registration under 9(3), 9 (3B) TIM/F/FI/TI categories for preliminary scrutiny in accordance with the CIBRC guidelines and putting up comments to A.D. Chemistry for further action.
- Preliminary scrutiny of Packaging Endorsement applications for change of packing for already registered pesticides /.
- Communication of deficiencies via email/ speed post observed in applications under 9(3), 9(3B) TIM/FI/TI category .
- Maintaining the pendency status of files under 9(3), 9(3B) TIM/FI/TI category.
- Preparation of Agenda notes of approved cases for packaging for Registration Committee (RC) meetings.
- Preparation of Weekly pendency report.
- DAC& FW letters / VIP references related to packaging.
- Other Miscellaneous letters / references
- Any other work of importance, assigned by the higher authorities.

Shri Nand Kishore, MTS

- Dispatch of daks / receipts /files and other works as instructed
- Any other work of importance, assigned by the higher authorities

Provision of Link Officials in case of absence of any Official / Staff

Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, following internal link officer system will function: -

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the official</th>
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<tbody>
<tr>
<td>1</td>
<td>Shri Punit Yadav, A.P.P.O. (Chem).</td>
<td>Ms Beena Malviya, SRF</td>
<td>-</td>
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Contact details of officers/officials in Toxicology Division

<table>
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<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. Dinesh Kumar Verma</td>
<td>Consultant (Toxicology)</td>
<td>7355945170</td>
</tr>
<tr>
<td>2.</td>
<td>Archana Kumar</td>
<td>Research Associate</td>
<td>9582889427</td>
</tr>
</tbody>
</table>

Allocated Duties

Dr. Dinesh Kumar Verma, Consultant Toxicology

- Evaluation of toxicity dossiers of all applications under Bio-pesticide category and preparation /submission of comments for consideration of CIB&RC.
- Evaluation of toxicity dossiers of all applications under 9(4) TIM category and preparation /submission of comments for consideration of CIB&RC.
- Provide technical inputs on toxicity and related fields to the Registration Committee (RC) and Central Insecticide Board (CIB).
- Provide technical inputs related to the pesticide residues, FSSAI and Codex.
- Provide technical inputs regarding OECD Guidelines, GLP guidelines and Goitonde Committee Recommendations.
- Attending technical brief and meetings viz. Review Committee and Board meetings.
- Preparation of technical SOP’s for toxicological data verification and cross-validation.
- Technical backstopping for researchers and further deliberations with Senior Consultants/ Consultants over deficiency data etc.
- Any other work assigned by the APPA/Secretary/higher authorities.
Archana Kumari, Research Associate

➢ To scrutinise the all applications under Bio-pesticide category.
➢ To scrutinise the all applications under 9(4) TIM category.
➢ Assisting in preparation of technical SOP’s for toxicological data verification and cross-validation.
➢ To maintain complete records of files.
➢ Any other work assigned by the Consultant/higher authorities.

Provision of link officials in case of absence of any official / staff

<table>
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<td>Mrs. Archana Kumari</td>
</tr>
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<td>Dr. Dinesh Kumar Verma</td>
<td>Miss Punam Kumari Giri</td>
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<td>3.</td>
<td>Dr. Md. Salman Akhtar</td>
<td>Dr. Akhilesh Kumar</td>
<td>Mr. Shailesh K Kannojia</td>
</tr>
</tbody>
</table>
Organisation Chart of Toxicology Division of CIB&RC

APPA & Secretary, CIB&RC  
(Sh. D.D.K. Sharma)

Consultant (Toxicology)

Dr. Dinesh Kumar Verma  
Mrs. Archana Kumari, RA

Dr. Md. Salman Akhtar  
Mr. Shailesh K Kannojia, SRF

Dr. Akhilesh Kumar  
Miss. Punam K Giri, SRF

Contact details of officers/officials in Toxicology Division:

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<tr>
<td>1.</td>
<td>Dr. Md. Salman Akhtar</td>
<td>Consultant (Toxicology)</td>
<td>+91-9911626530</td>
</tr>
<tr>
<td>2.</td>
<td>Mr. Shailesh Kumar Kannojia</td>
<td>Senior Research fellow</td>
<td>+91-9140143714</td>
</tr>
</tbody>
</table>

Allocated Duties

Dr. Md. Salman Akhtar, Consultant Toxicology

- Evaluation of toxicity dossiers of all applications under Bio-pesticide category and preparation /submission of comments for consideration of CIB&RC.
- Evaluation of toxicity dossiers of all applications under 9(4) TIM category and preparation /submission of comments for consideration of CIB&RC.
- Provide technical inputs on toxicity and related fields to the Registration Committee (RC) and Central Insecticide Board (CIB).
- Provide technical inputs related to the pesticide residues, FSSAI and Codex.
- Provide technical inputs regarding OECD Guidelines, GLP guidelines and Goitonde Committee Recommendations.
• Attending technical brief and meetings viz. Review Committee and Board meetings.
• Preparation of technical SOP’s for toxicological data verification and cross-validation.
• Technical backstopping for researchers and further deliberations with Senior Consultants/Consultants over deficiency data etc.
• Any other work assigned by the APPA/Secretary/higher authorities.

Mr. Shailesh Kumar Kannojia, Senior Research Fellow

• To scrutinize the all applications under Bio-pesticide category.
• To scrutinize the all applications under 9(4) TIM category.
• Assisting in preparation of technical SOP’s for toxicological data verification and cross-validation.
• To maintain complete records of files.
• Any other work assigned by the Consultant/higher authorities.

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<td>Dr. Akhilesh Kumar</td>
<td>Mrs. Archana Kumari</td>
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Contact Details of Officers/Officials of Weed Science Unit of CIB&RC

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>1</td>
<td>Sh. A.Krishna Reddy</td>
<td>Deputy Director (WS)</td>
<td>8870682528</td>
<td>H.No.672, Sector-21 B, Faridabad-121001, Haryana</td>
</tr>
<tr>
<td>2</td>
<td>Sh. Honnappagouda</td>
<td>APPO (E)</td>
<td>9599551966</td>
<td>H.No.230, Sector-21 B, Faridabad-121001, Haryana</td>
</tr>
<tr>
<td>3</td>
<td>Dr. Sumit Saini</td>
<td>Research Associate (RA)</td>
<td>9813815656</td>
<td>H.No. 1083, near Saini Chopal, VPO Satrod Khas, Dist. Hisar, Haryana Pin.125044</td>
</tr>
<tr>
<td>4</td>
<td>Ms. Preeti Kandpal</td>
<td>Data Entry Operator (DEO)</td>
<td>9990239302</td>
<td>H. No. 1822 NH-IV, New Colony NIT, Faridabad-121001</td>
</tr>
</tbody>
</table>
Work Allocation to Weed Science Unit of CIB&RC

- Evaluation of data submitted by the applicant on bio-effectiveness, phytotoxicity, residues in plant, water, soil, effect on succeeding crops, effect on Physico-chemical & biological properties of soil, residue tolerance limits fixed by the foreign countries, MRL status and registration status in other countries of Herbicide technical, Formulations and Plant Growth Regulators (PGR) as per the guidelines of CIB&RC U/s 9(3) (viz TI, FI, FIM, TIM & Label expansion etc.), 9(4)(TIM& Label expansion) and RTT.
- Preparation of technical material on various aspects of Herbicides and Plant Growth Regulators (PGR) for registration on bio-efficacy and residue for enforcement of Insecticides Act 1968.
- Attestation of true copies of CRs, Labels, Leaflets and Free sale certificates etc.
- Attending RC/CIB Meetings as and when conducted.
- Attending other miscellaneous files as and when received.
- Any other work assigned by the APPA&Secy. and PPA as and when assigned.

A. Deputy Director (WS)- (A. Krishna Reddy):
- Final Scrutiny of new and deficiency files u/s 9(3) (viz -TI, FI, FIM, TIM, TI vs TIM, TI new source and Label Expansion) online and offline.
- Final Scrutiny of files u/s 9(4) TIM and Label expansion online and offline.
- Authentication of CRs, Labels and Leaflets under all sections online and offline.
- Final Scrutiny of RTT files online and offline.
- Sending letters alongwith data to ICAR for technical comments and MRL fixation to FSSAI.
- Preparation of agendas u/s 9 (3), 9 (4), RTT files for presentation in RC meetings.
- Attestation of true copies of CRs, Labels, Leaflets and Free sale certificates etc.
- Attending CIB and RC meetings and presentation of completed cases.
- Attending VIP references, Parliamentary Matters, Public Grievances, and Miscellaneous.
- Any other work of importance, assigned by the higher authorities from time to time.

B. Assistant Plant Protection Officer (APPO)- (Sh. Honnappagouda):
- Scrutiny of new and deficiency files u/s 9(3) (viz. -TI, FI, FIM, TIM, TI vs TIM, TI new source and Label Expansion) online and offline.
- Scrutiny of files u/s 9(4) TIM and Label expansion online and offline.
- Scrutiny of RTT, Attestation files online and offline.
- Preparation of data for sending to ICAR for technical comments and MRL fixation to FSSAI.
- Preparation of agendas u/s 9 (3), 9 (4), RTT files for RC meetings.
- Record Management, diary and dispatch duties.
- Any other work of importance assigned by the higher authorities.

C. Research Associate (RA)- (Dr. Sumit Saini):
- Preliminary Scrutiny of new and deficiency files u/s 9(3) (viz. -TI, FI, FIM, TIM, TI vs TIM, TI new source and Label Expansion).
- Preparation of agendas u/s 9 (3), 9 (4), RTT files for RC meetings as and when required.
- Any other work of importance, assigned by the higher authorities as and when required.

D. DEO (Ms. Preeti Kandpal):
- All kinds of typing work as per requirement of Weed Science Unit.
- Any other work assigned by the unit as and when required.

***
Organization Chart of Bio-efficacy (Fungicide) Unit of CIB&RC

APPA & Secretary
(CIB&RC)
(Shri D D K Sharma)

Joint Director
(Dr Gautam Chatterjee)
(Plant Pathology)

APPO (Ento)
Sh. Rajender Kumar

APPO (Ento)
Sh. Ravi Shankar

SRF
Shri Rakesh Kumar

DEO,
Ms. Meenakshi
CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE BIO-EFFICACY (FUNGICIDE UNIT)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr Gautam Chatterjee</td>
<td>Joint Director (PP)</td>
<td>9818867751</td>
<td>House No. 1104, Type – 5, NH – 4, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Rajendra Kumar</td>
<td>APPO (E)</td>
<td>9711555859</td>
<td>House No. 1832, Type-II, NH-IV, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Shri Ravishankar, M</td>
<td>APPO (E)</td>
<td>9480720406</td>
<td>House No.686, 1st Floor, 21 ‘B’ Behind Jiva Ayurveda Clinic, Faridabad</td>
</tr>
<tr>
<td>4.</td>
<td>Shri Rakesh Kumar</td>
<td>SRF</td>
<td>9466967527</td>
<td>Adarash Colony Galino 13 Distt Palwal (HR) 121102</td>
</tr>
</tbody>
</table>

WORK ALLOCATED TO BIO-EFFICACY (FUNGICIDE UNIT)

**Fungicide**

Scrutinized the bio efficacy data as per guideline and check the product beneficiary for farmer cost benefit ratio, non-phytotoxic to plant/crops, no residual effect and its metabolites on BDL and harmful for certain aquatic invertebrates, natural enemies and toxicity angle on bio effectiveness and residue parameter.

The following works have been allocated to Bio-efficacy (Fungicide Unit):

1. Scrutinized the 9(3) file u/s 9(3) category TIM, FI, FIM, TI vs. TIM, TIM vs. TI, TI new source new formulation TIM 9(4) vs. TI.
2. Scrutinized 9(3) Label expansion file.
3. Preparation of ICAR comment and Deficiency Letter
4. RTT, 9(4) TIM, bio pesticide 9(3), 3(b) and 9(3b) extension and crop deletion.
5. Reply of RTI/ DAC Letter/ Parliament Questions/ VIP references,
6. Agenda Preparation authentication (DCR, Final CR)
7. Any other work of importance, assigned by the higher authorities.
WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF OF BIO-EFFICACY (FUNGICIDE UNIT)

**Dr Gautam Chatterjee (PP)**

- Joint director is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various CIB&RC, Govt. of India rules and guidelines.

- He will ensure maintaining of peace and discipline by all the staff members.

- Act as a Nodal officer for RTI online Request of the directorate.

- To attend various meeting and Seminars / Conferences

- Any other work of importance, assigned by the higher authorities.

**Shri Rajendra Kumar APPO (E)**

1. All applications for Scrutinized the 9(3) file u/s 9(3) category TIM, Fl, FIM, , TIM vs. TI, TI new source new formulation TIM 9(3).
4. To render assistance to the concerned experts in preparation of reports, Agenda, Minutes and Reply to RTIs, Parliament Question to co-ordinate for collection of information for various meeting etc. And Miscellaneous work.
5. Any other works assigned from time – to – time from Joint director (PP) / APPA & Secretary (CIB&RC).

**Shri Ravishankar, M. APPO (E)**

1. Scrutinized the RTT, 9(4) TIM, bio pesticide 9(3), (3b)
2. 9(3b) extension
3. Scrutinized 9(4) Label expansion file
4. Agenda Preparation for 9(3b) Bio-pesticides
5. Pendency report work
6. Any other works assigned from time – to – time from Joint director (PP) / APPA & Secretary (CIB&RC).
Shri Rakesh Kumar, SRF

1. Assisting in above referred dealing hands and other miscellaneous works as and when assigned by the higher Officers

2. Any other work of importance, assigned by the higher authorities

3. Diary and dispatch duties, other miscellaneous works Record Management and Diary /Dispatch of dak / receipts /files and other works.

Provision of Link Officials in case of absence of any Official / Staff

Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, following internal link officer system will function:

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<td>Shri Ravishankar, M APPO (E)</td>
<td>-</td>
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<tr>
<td>2.</td>
<td>Shri Ravishankar, M APPO (E)</td>
<td>Shri Rajendra Kumar APPO(E)</td>
<td>-</td>
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<td>Shri Ravishankar, M APPO (E)</td>
<td>Shri Rajendra Kumar APPO(E)</td>
</tr>
</tbody>
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Dr Gautam Chatterjee  
Joint director (PP)  
CIB&RC, NH-IV Faridabad
Organization Chart of Toxicology Division of CIB&RC

APPA & Secretary, CIB&RC  
(Sh. D.D.K. Sharma)

Consultant (Toxicology)

Dr. Dinesh Kumar Verma  
Mrs. Archana Kumari,  
RA

Dr. Md. Salman  
Mr. Shailesh K Kannojia,  
SRF

Dr. Akhilesh Kumar  
Miss Punam K Giri,  
SRF

Contact Details of Officers/Officials in Toxicology Division Section

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<td>1.</td>
<td>Dr. Akhilesh Kumar</td>
<td>Consultant Toxicology</td>
<td>+91-9565490599</td>
</tr>
<tr>
<td>2.</td>
<td>Miss Punam Kumari Giri</td>
<td>Senior Research Fellow, SRF</td>
<td>+91-8447484085</td>
</tr>
</tbody>
</table>

DUTIES ALLOCATED TO TOXICOLOGY DIVISION SECTION

DR. AKHILESH KUMAR, CONSULTANT TOXICOLOGY

1. Provide technical comments/inputs on toxicology and related fields to the Registration Committee (RC) and Central Insecticides Board (CIB).
2. Evaluation of Toxicology Dossiers of bio-pesticides u/s 9 (3) & 9 (3b) Category and preparation/submission of comments for consideration of CIB&RC.
3. Evaluation of Toxicology Dossiers of u/s 9 (4) TIM Category and preparation/submission of comments for consideration of CIB&RC.
4. Evaluation of Toxicology Dossiers u/s 9 (3) Export Cases (New molecule) and submission of comments for consideration of CIB & RC.
5. Provide technical inputs related to pesticide residues, FSSAI and Codex.
6. To attend meetings and provides inputs related to safety of the pesticides to the human, animals and environment.
7. Provide technical inputs regarding OECD Guidelines, GLP guidelines and Goitonde Committee Recommendations.
8. Preparation of technical SOP’s for toxicological data verification and cross-validation.
9. To performed other duties as marked by APPA & Secretary, CIB&RC

DUTIES ASSIGNED TO MISS PUNAM KUMARI GIRI, SRF

1. Scrutiny of bio-pesticides file applied for registration u/s 9 (3) & 9 (3b).
2. Scrutiny of file applied for registration u/s 9 (4) TIM category.
3. Assisting in preparation of technical SOP’s for toxicological data verification and cross-validation.
4. To maintain complete records of files.
5. Any other work assigned by the Consultant/higher authorities.
6. Collecting office materials from SO (CIL and OMRAC) section such as Indent of office materials like stationary, computer accessory and maintaining official files etc.

PROVISION OF LINK OFFICIALS IN CASE OF ABSENCE OF ANY OFFICIAL / STAFF

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# Organization Chart of 9(4) Sections of CIB&RC

![Organization Chart](image-url)

## CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE 9 (4) SECTION

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Mr. V.Vasu</td>
<td>DD (Chem)</td>
<td>9815986689</td>
<td>21-D Flat No. 603, Shivlok Apartment, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Ms. Neha Kunjam</td>
<td>APPO(Chem)</td>
<td>9582736015</td>
<td>Qtr No. 1272, First Floor, Type-III, NH-IV, Faridabad-121001</td>
</tr>
<tr>
<td>4.</td>
<td>Mr. Puneet Yadav</td>
<td>APPO(Chem)</td>
<td>9711097758</td>
<td>NIT-5-K 2A, Behind Inderkhel Gurudwara, 4-5 Chauk, Faridabad</td>
</tr>
<tr>
<td>5.</td>
<td>Dr.Vikash Bhadauria</td>
<td>P.S. RA (Chem)</td>
<td>9917171403</td>
<td>Sec-21-B, N.No.- 42, Indra Gandhi Colony, Faridabad</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO 9(4) SECTION

The following works have been allocated to 9(4) Section:

14. All applications for seeking registration under 9 (4) TIM/FIM/FI/TI category,

15. Look after the 9(4) Section under which 9(4) TIM files, 9(4)/FIM/FI/TI files of categories will be scrutinized as per RC Guidelines. They are online files as well Offline files also of all cases pertaining to 9(4) under TIM/FIM/FI/TI categories.

16. Verification of the documents for correctness of chemical claim, formula, Chemical Composition of Technical as well as its formulations, verification of CC for chemical equivalence under 9(3) of original registrant, calculation of results, interpretation of chromatograms of GLC,HPLC, UV-VIS spectra’s, FT-IR spectra’s.

17. Clarification will be sought from the applicants in case of deficiency in their documents or data.

18. Preparation of letters for PRV drawls of samples from the Manufacturing premises as well as R&D labs of firms.

19. After receiving the CIL analysis reports (ATR) verification of results and interpretation of chromatograms etc.

20. Preparation of Agendas to be presented in the RC for issue of Registration Certificate for the Technical pesticides & as well as formulations of pesticides.

21. Taking all necessary approvals from Secretary (CIB&RC) for the smooth conduct of day to day activities of 9(4) Section.

22. Any other work of importance, assigned by the higher authorities
WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER 9(4) SECTION

Ms.Vinitha Maheshwari, APPO (Chemistry)

- Preliminary scrutiny of Online /Offline 9(4) TIM files.
- After receiving the CIL analysis reports (ATR) verification of results and interpretation of chromatograms etc.
- Any other work of importance, assigned by the higher authorities

Ms.Neha Kunjam, APPO (Chemistry)

- Scrutiny of online 9(4) FIM/TI/FI files, Extension of validity of 9(4) TI files.
- Any other miscellaneous works related to 9(4) section.
- Draft Noting put up to DD (Chemistry) with respect to 9 (4) FIM/TI/FI.
- Preparation of Agendas to be presented in the RC for issue of Registration Certificate for the formulations of pesticides.
- Dispatch of daks / receipts /files and other works as instructed.
- Any other work of importance, assigned by the higher authorities

Mr. Puneet Yadav, APPO(Chemistry)

- Scrutiny of online 9(4) FIM
- Any other work of importance, assigned by the higher authorities

Dr.Vikas Pratap Singh Bhadauria, Research Associate (Chemistry)

- Scrutiny of Online/Offline 9(4) TIM/FIM files for agenda preparation for RC
- Letters preparation for PRV Drawl of samples from applicants.
- After receiving the CIL analysis reports (ATR) verification of results and interpretation of chromatograms etc.
- Preparation of Agendas to be presented in the RC for issue of Registration Certificate for the Technical pesticides.
- After receiving the CIL analysis reports (ATR) verification of results and interpretation of chromatograms etc.
- Dispatch of daks / receipts /files and other works as instructed.
- Any other work of importance, assigned by the higher authorities.

V.Vasu)

Deputy Director (Chemistry)
**Organization Chart of CIR – I & CIR – II Section of CIB&RC**

```
APPA & Secretary
(CIB&RC)
(Shri D D K Sharma)

Senior Administrative Officer
(Shri Vivek Narayan)

Section Officer
(Shri N K Singh)

CIR – I Section

ASO
Shri Dinesh Kumar

APPO
Shri Ravi Laxmi Gudi

SRF, Sh.
Shailesh Kumar Kannoia

S.S.A., Sh.
Yashvinder

SSA, Sh.
Jagbir

DEO
Sh. Ravi

MTS
Shri Lachi Singh

ASO,
Smt.
Harbhajan
Thareja

SSA,
Shri
Gajender

SSA, Sh.
Sunil Kumar Sinha

DEO
Sh. Pankaj Kaushik

DEO
Ms. Naresh Kumar

DEO
Ms. Sonali

MTS
Shri Rambir
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<tbody>
<tr>
<td>1.</td>
<td>Shri Vivek Narayan</td>
<td>Senior Administrative Officer</td>
<td>9868381914</td>
<td>House No. 1895, Type – 3, NH – 4, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Nishant Kumar Singh</td>
<td>Section Officer</td>
<td>9717115425</td>
<td>House No. 956, Type-IV, NH-IV, Faridabad</td>
</tr>
<tr>
<td><strong>CIR – I Section</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Shri Dinesh Kumar</td>
<td>A.S.O.</td>
<td>8527757463</td>
<td>G – 175, SGM Nagar, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Ravi Laxmigudi</td>
<td>A.P.P.O.</td>
<td>9818556885</td>
<td>NIT - 5, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Sh. Suresh Kumar Kannojia</td>
<td>SRF</td>
<td>9140143714</td>
<td>FCA – 55, Gali No. 3. SGM Nagar, Near Patel Chowk, Faridabad - 121001</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Jagbir</td>
<td>S.S.A.</td>
<td>9728311133</td>
<td>Village – Mandkol, P.O. – Janauli, Teh. &amp; Dist. - Palwal</td>
</tr>
<tr>
<td>7.</td>
<td>Shri Lachi Singh</td>
<td>M.T.S.</td>
<td>-</td>
<td>Type-II, NH-IV, Faridabad</td>
</tr>
<tr>
<td><strong>CIR – II Section</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shri Gajender Singh</td>
<td>S.S.A.</td>
<td>9868733293</td>
<td>966, NH – IV, Faridabad</td>
</tr>
<tr>
<td>4.</td>
<td>Shri Pankaj Kaushik</td>
<td>D.E.O.</td>
<td>9718496343</td>
<td>Kundali, Sonipat</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Naresh Kumar</td>
<td>D.E.O.</td>
<td>9671504251</td>
<td>Malleshpur, Palwal, Haryana.</td>
</tr>
<tr>
<td>6.</td>
<td>Ms Sonali</td>
<td>D.E.O.</td>
<td>7053468885</td>
<td>Gandhi Colony, NIT, Faridabad</td>
</tr>
<tr>
<td>7.</td>
<td>Sh. Rambir</td>
<td>MTS</td>
<td></td>
<td>Kheri Bhanoda, Haryana</td>
</tr>
<tr>
<td>8.</td>
<td>Sh. Pravit</td>
<td>MTS</td>
<td>9811314260</td>
<td>Banveerpur Kudi Kakrara, Firojabad, UP</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO CIR – I SECTION

The following works have been allocated to CIR – I Section:

1. All applications for seeking registration under 9 (4) TIM category,
2. All applications under 9 (3) Export / Star Export category, RTT Permits / shelf life certificates,
3. Matters relating to Registration, Cancellation / Surrender of Registration u/s 9 (4) Category, other miscellaneous works.
4. RTIs, VIP references, Parliamentary Matters, Public Grievances, Miscellaneous
5. Quarterly report of Hindi, Diary and dispatch duties, other miscellaneous works Record Management and Diary / Dispatch of daks / receipts /files and other works.
6. Any other works assigned from time to time from Senior Administrative Officer / APPA & Secretary (CIB&RC).

*****

WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER ADMIN – I SECTION

Shri N K Singh, S.O.

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

- He will ensure maintaining of peace and discipline by all the staff members.

- Any other work of importance, assigned by the higher authorities.

Shri Dinesh Kumar, A.S.O.

- All applications for seeking registration under 9 (4) TIM category,
- RTI Matters and its quarterly reports,
- Fees payable to Government Counsel in various court cases.
- DAC & FW letters / VIP references
- Overall supervision in absence of Section Officer.
- Any other work of importance, assigned by the higher authorities.

Shri Ravi Laxmgudi, APPO (Ento.)

- All applications under 9 (3) Export
- Star Export category
- Parliamentary Matters
- Other Miscellaneous letters / references
- Miscellaneous Matters relating to Registration, Cancellation / Surrender of Registration u/s 9 (4) Category.
- Any other work of importance, assigned by the higher authorities.
Sh. Shailesh Kumar Kannoja, SRF

- RTT Permits
- shelf life certificates
- Public Grievances,
- Any other work of importance, assigned by the higher authorities.

Shri Yashvinder, S.S.A.

- Quarterly report of Hindi,
- Diary and dispatch duties
- Other miscellaneous works
- Any other work of importance, assigned by the higher authorities.

Shri Jagbir, S.S.A.

- Record Management and Diary
- Dispatch duties
- Other miscellaneous works
- Any other work of importance, assigned by the higher authorities.

Shri Ravi Kumar, D.E.O.

- Assisting in above referred dealing hands and other miscellaneous works as and when assigned by the higher Officers
- Any other work of importance, assigned by the higher authorities

Shri Lachi Singh, MTS

- Dispatch of daks / receipts /files and other works as instructed
- Any other work of importance, assigned by the higher authorities

*****
**Provision of Link Officials in case of absence of any Official / Staff**

Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, following internal link officer system will function:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the official</th>
<th>1st Link</th>
<th>2nd Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri Dinesh Kumar, A.S.O.</td>
<td>Shri Ravi Laxmigudi, A.P.P.O.</td>
<td>Sh. Shailesh Kumar Kannojia, SRF</td>
</tr>
<tr>
<td>2</td>
<td>Shri Ravi Laxmigudi, A.P.P.O.</td>
<td>Sh. Shailesh Kumar Kannojia, SRF</td>
<td>Shri Dinesh Kumar, ASO</td>
</tr>
<tr>
<td>3</td>
<td>Sh. Shailesh Kumar Kannojia, SRF</td>
<td>Shri Ravi Laxmigudi, A.P.P.O.</td>
<td>Shri Dinesh Kumar, ASO</td>
</tr>
<tr>
<td>4</td>
<td>Shri Yashvinder, S.S.A.</td>
<td>Shri Jagbir, S.S.A.</td>
<td>Shri Ravi, D.E.O.</td>
</tr>
<tr>
<td>5</td>
<td>Shri Jagbir, S.S.A.</td>
<td>Shri Yashvinder, S.S.A.</td>
<td>Shri Ravi, D.E.O.</td>
</tr>
<tr>
<td>6</td>
<td>Shri Ravi, D.E.O.</td>
<td>Shri Yashvinder, S.S.A.</td>
<td>Shri Jagbir, S.S.A.</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO CIR – II SECTION

The following works have been allocated to CIR – I Section: -

i. All applications for seeking registration under 9 (4) TIM category,
ii. All applications under 9 (3) Export / Star Export category, RTT Permits / shelf life certificates, 
iii. Matters relating to Registration, Cancellation / Surrender of Registration u/s 9 (4) Category, other miscellaneous works. 
iv. RTIs, VIP references, Parliamentary Matters, Public Grievances, Miscellaneous 
v. Quarterly report of Hindi, Diary and dispatch duties, other miscellaneous works Record Management and Diary / Dispatch of daks / receipts /files and other works. 
vii. Any other works assigned from time – to – time from Senior Administrative Officer / APPA & Secretary (CIB&RC).

WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER CIR – II SECTION

Shri N K Singh, S.O.

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.
- He will ensure maintaining of peace and discipline by all the staff members.
- Any other work of importance, assigned by the higher authorities.

Smt. Harbhajan Thareja, A.S.O.

- Opening/submission of files on registration of bio – pesticides u/s 9 (3) & 9 (3b).
- Opening/submission of files regarding Import Permits.
- Opening/Submission of complete cases / extension cases to RC.
- Submission of deficiencies to the concerned experts.
- Any other work of importance, assigned by the higher authorities.

Shri Gajender Singh, SSA

- Opening/submission of files on registration of Chemical-Pesticides u/s 9 (3) & 9 (3b).
- Opening / submission of inclusion files in schedule
- Coordination/preparation works of agendas for RCs/CIBs Meetings.
- Submission of deficiencies to the concerned experts.
- Any other work of importance, assigned by the higher authorities.
Shri Sunil Kumar Sinha, S.S.A

- Follow – up action of Registration Committee.
- All certificate generation of endorsement u/s 9 (3), 9 (3b).
- Import permit letters, endorsement letters, free sale certificate
- Online files movement in computer,
- Hindi Reports, Returns etc.
- Overall supervision in absence of Section Officer
- Any other work of importance, assigned by the higher authorities.

Shri Pankaj Kaushik, D.E.O.

- RC follows – up action.
- All certificate generation of endorsement u/s 9 (3), 9 (3b).
- Free sale certificate, endorsement letters.
- Online files movement in computer,
- Diary & dispatch work of the Section.
- Paste all RC agenda in files, file movement.
- Assisting in above referred dealing hands and other miscellaneous works as and when assigned by the higher Officers
- Any other work of importance, assigned by the higher authorities

Shri Naresh Kumar, D.E.O.

- Certificate generation of endorsement u/s 9 (3) & 9 (3b)
- Import permit letters,
- RC follows – up action.
- Online files movement in computer,
- Record Maintenance of CIR – II Section
- Diary & dispatch work of the Section.
- Paste all RC agenda in files, file movement.
- Assisting in above referred dealing hands and other miscellaneous works as and when assigned by the higher Officers
- Any other work of importance, assigned by the higher authorities

Ms. Sonali, D.E.O.

- Online files movement in computer,
- Help in certificate generation letter dispatch.
- Diary & dispatch work of the Section.
- Paste all RC agenda in files, file movement.
- Assisting in above referred dealing hands and other miscellaneous works as and when assigned by the higher Officers
- Any other work of importance, assigned by the higher authorities
**Shri Rambir Singh, MTS**
- Dispatch of daks / receipts /files and other works as instructed
- Any other work of importance, assigned by the higher authorities

**Shri Praveet, MTS**
- Additional duty in Record Room with Record Keeper.
- Dispatch of daks / receipts /files and other works of CIR.II
- Any other work of importance, assigned by the higher authorities

*****

**Provision of Link Officials in case of absence of any Official / Staff**

Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, following internal link officer system will function:

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<th>2nd Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smt. Harbhajan Thareja, ASO</td>
<td>They could not be linked with any other Officials due to typical / special works assigned to them.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Shri Gajender Singh, ASO</td>
<td>Shri Pankaj, DEO</td>
<td>Shri Naresh Kumar, DEO</td>
</tr>
<tr>
<td>3</td>
<td>Shri Sunil Kumar Sinha, S.S.A.</td>
<td>Shri Pankaj, DEO</td>
<td>Shri Naresh Kumar, S.S.A.</td>
</tr>
<tr>
<td>4</td>
<td>Shri Pankaj Kaushik, DEO</td>
<td>Shri Naresh Kumar, DEO</td>
<td>Shri Sunil Kumar Sinha, S.S.A.</td>
</tr>
<tr>
<td>5</td>
<td>Shri Naresh Kumar, DEO</td>
<td>Shri Pankaj, DEO</td>
<td>Ms. Sonali, DEO</td>
</tr>
<tr>
<td>6</td>
<td>Ms. Sonali, DEO</td>
<td>Shri Pankaj, DEO</td>
<td>Shri Naresh Kumar, DEO</td>
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