

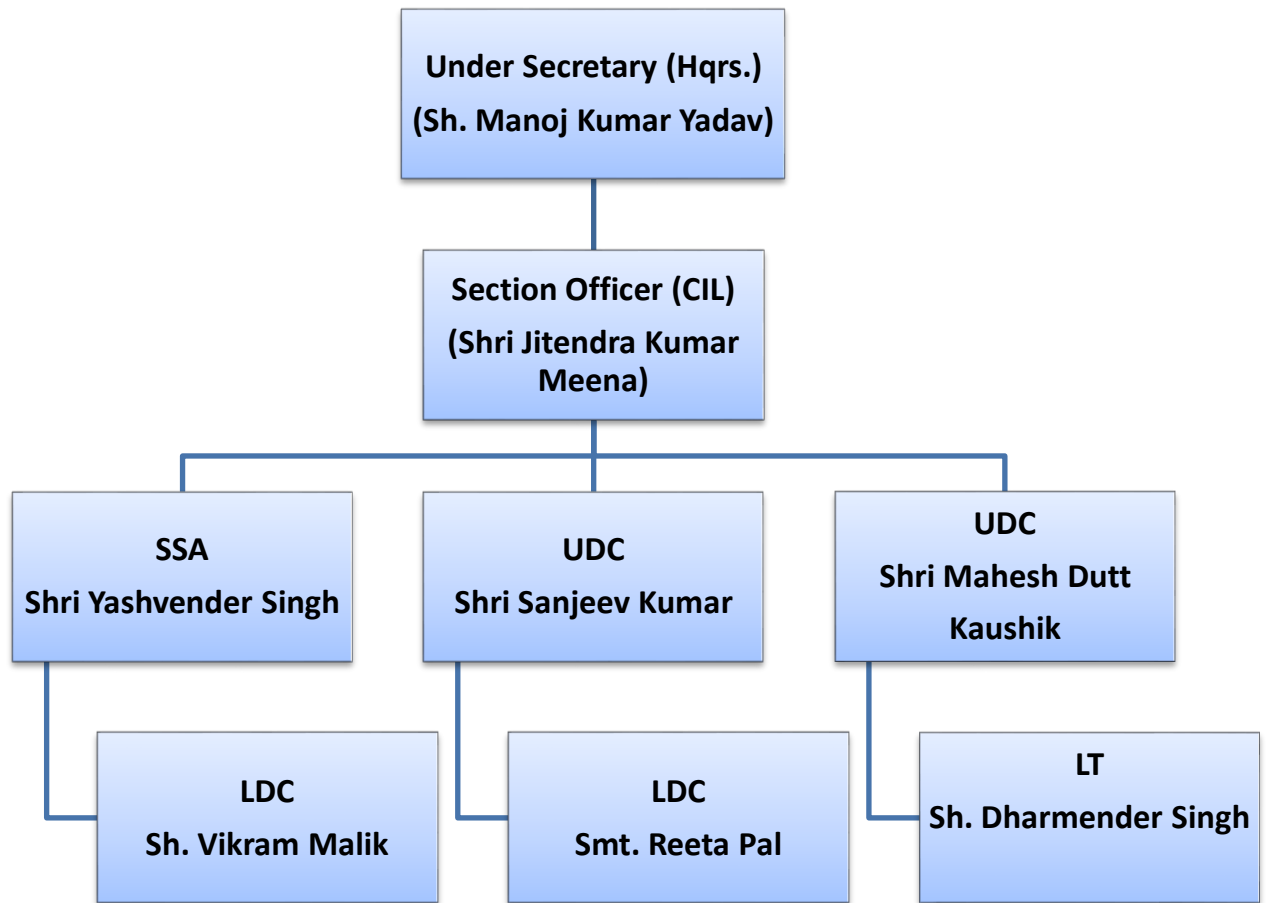
# *READY RECKNOR*

## **CIL Section**

**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Agriculture, & Farmers Welfare**  
**Directorate of Plant Protection, Quarantine & Storage**  
**NH-IV, Faridabad-121001(Haryana)**



**Organogram in respect of Administration Wing of CIL**



**CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE CIL**  
**Section**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Shri Manoj Kumar Yadav	US(Hqrs.)	0129-2476363
2.	Sh. Jitendra Kumar Meena	S.O.	0129-2476345
3.	Shri Yashvinder Singh	SSA	-do-
4.	Shri Sanjeev Kumar	UDC	-do-
5.	Sh. Mahesh Dutt Kaushik	UDC	-do-
6.	Sh. Vikram Malik	LDC	-do-
7.	Sh. Reeta Pal	LDC	-do-
8.	Sh. Dharmender Singh	M.T.S.	-do-

## **WORK ALLOCATED TO Administration Wing of CIL**

The following work is allocated to CIL Section:

1. AMCs/CMCs of the all Laboratory Equipments for CIL and RPTLs. Work related to Obtaining/maintaining of ISO/NABL Certificates for CIL, RPTLs. Work related to procurement of spare parts of major equipments of installed at CIL and RPTLs.
2. Work related to training of CIL officials and outsourcing of Testing. Any other miscellaneous important work related to administration of CIL like internal transfer posting and coordination work etc.,
3. Processing the monthly payment of Electricity Bills of CIL and CIB&RC Buildings.
4. All work related to procurement of various lab Consumable items related to store, minor Lab instruments and spare parts of equipments etc., as per GFR 2017 through GeM. Record of store for consumable items for CIL.
5. Calibration of lab equipments for CIL. Work related to Audit para/RTI/CPGRAM and other miscellaneous correspondence to DA&FW etc.

Any other miscellaneous important work assigned by the higher authorities.

6. All work related to Care Taker and liaison with CPWD for Civil, Electrical and Horticulture maintenance of Hqrs. CIL & CIB&RC Building.
7. All works related to financial sanction and maintenance (Civil, Electrical and Horticulture) of CIL and CIB&RC Buildings and correspondence with CPWD. Civil, Electrical and Horticulture complaints of the Hqrs., CIL and CIB&RC Buildings.
8. All work related to procurement of various laboratory equipments major Lab equipments as per GFR Rule 2017 through GeM. Work of Store items (Non-Consumable) record for CIL.
9. Procurement of Chemicals, CRMs, Rat Feed, HPLC Columns etc. Work of repairing & Maintenance of various lab Equipments, UPS, Photocopier, Fixture and Furniture etc of the offices at CIL and CIB&RC.
10. Other miscellaneous works related to filling of Gas Cylinders laundry, Sign Boards, Rubber Stamps & Name Plates pertains to CIL and CIB&RC Buildings. Matter related to AC DC bills.