



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

READY RECKONER

**Central Insecticide Board and Registration
Committee (CIB&RC)
DPPQ&S, FARIDABAD**







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DETAIL AND BRIEF DESCRIPTION OF OFFICERS POSTED AT SECRETARIAT OF CIB&RC

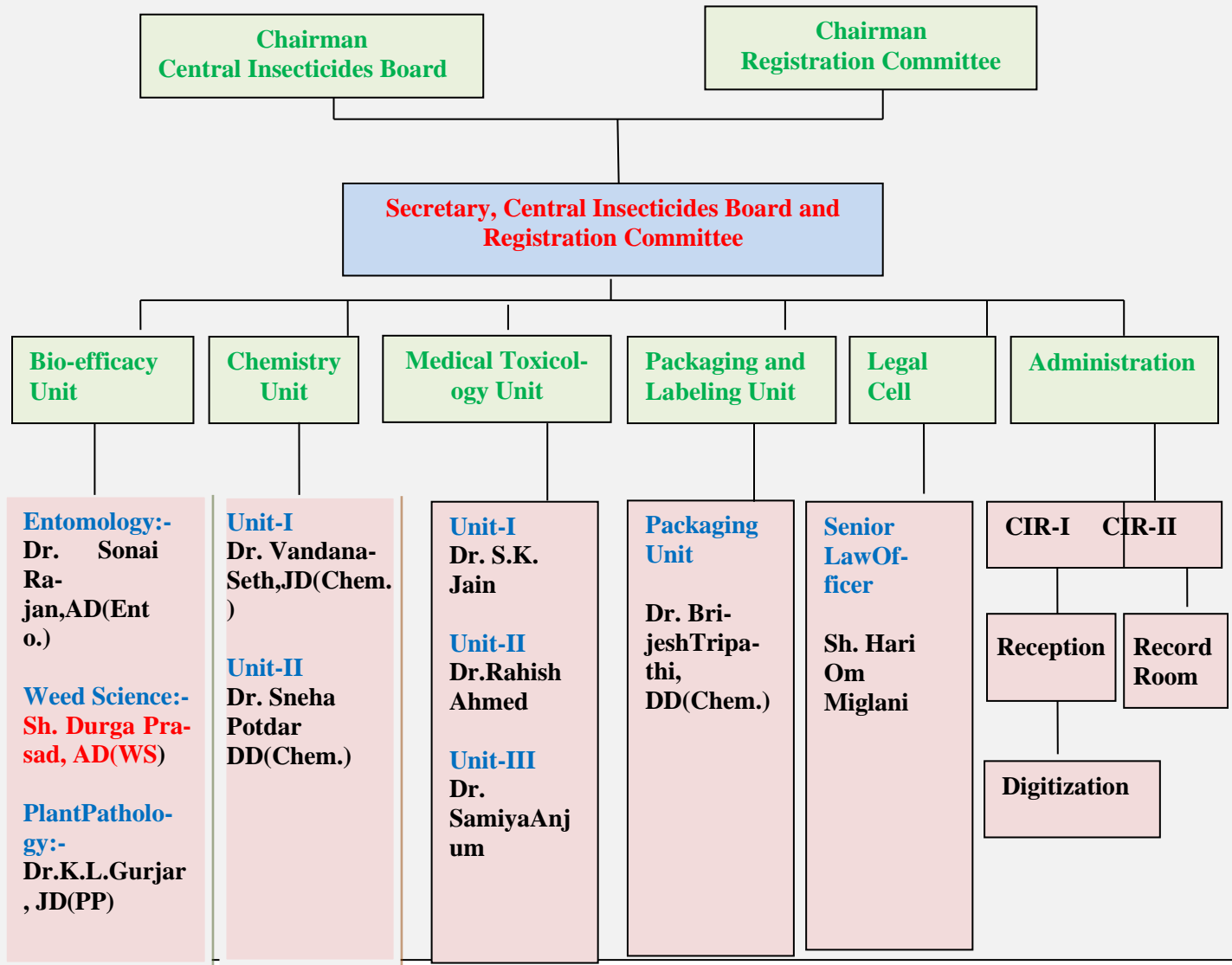
Sl. No.	Name	Designation	Email	Photo
1.	Dr. Archana Sinha	Secretary (CIB&RC)	cibsecy@nic.in	
2.	Dr. Vandana Seth	CPIO & Joint Director (Chem.)	vandana.seth@nic.in	
3.	Dr. K.L. Gurjar	Joint Director (Plant Pathology)	gurjar.kl@gov.in	
4.	Sh. Govind Ram	Sr. Administrative Officer	uscibrc-dppqs@gov.in	
5.	Sh. Hari Om Miglani	Sr. Law Officer	homiglani@rediffmail.com	
6.	Dr. Brijesh Tripathi	Deputy Director (Chem.)	brijesh.tripathi@nic.in	
7.	Dr. Sneha Potdar	Deputy Director (Chem.)	snehapotdar27@gmail.com	
8.	Sh. Durga Prasad	Assistant Director (Weed Science)	durga.prasad67@gov.in	
9.	Dr. T. Sonai Rajan	Assistant Director (Ento)	sonai.rajan@gov.in	

10.	Dr. M. N. Reddy	Assistant Director (Ento)	narsi.mandadi@gov.in	
11.	Sh. A.D. Bhatt	Plant Protection Officer (Chem.)	dutt.amba@nic.in	
12.	Mr. Jai Prakash Srivastara	Plant Protection Officer (Tox.)	tox.fbd-agri@gov.in	
13.	Shri Anil, G.H, PPO	Plant Protection Officer (Chem.)	anil.gh90@gov.in	
14.	Shri S. K. Meena	Plant Protection Officer (PP)	sk.meena19@gov.in	
15.	Ms. Ekta Gupta	Plant Protection Officer (Tox.)	Ekta.gupta2@gov.in	
16.	Sh. Devanand	Section Officer (CIR-I)	socir1.ppq-agri@gov.in	
17.	Sh. Devanand	Section Officer (CIR-II)	socir2.ppq-agri@gov.in	
18.	Ms. Sukhninder Kaur	Principal Private Secretary	sk.sandhu@nic.in	

19.	Ms. Suman Basra	Principal Private Secretary	suman.basra@gov.in	
20.	Sh. Lakhan Lal Meena	Private Secretary	lmeena.79@gov.in	
21.	Dr. S.K. Jain	Sr. Consultant (MT)	drskjain-hau@gmail.com	
22.	Dr. Rahish Ahmed	Sr. Consultant (MT)	rais.nioh.toxico@gmail.com	
23.	Ms. Sameya Anjum	Consultant (MT)	sameya001@gmail.com	
24.	Dr. Prabhakar Maurya	Consultant (Tox)	prabhakar-tox@gmail.com	

ORGANIZATIONAL CHART

Organizational Chart of Central Insecticide Board and Registration Committee (CIB&RC):



OFFICE OF SECRETARY (CIB&RC)

CONTACT DETAILS OF OFFICERS IN THE OFFICE OF SECRETARY (CIB&RC)

Sl. No	Name of the officer	Designation	Contact No.
1.	Dr. Archana Sinha	Secretary(CIB&RC)	0129-2413002
2.	Mrs. Sukhninder Kaur	PPS	0129-2413002
3.	Dr. Satguru Prasad	APPO(PP)	0129-2413002
4.	Sh. Jagram	MTS	0129-2413002

WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER OFFICE OF SECRETARY (CIB&RC):

MRS. SUKHNINDER KAUR, PPS

- Taking dictations from Secretary (CIB&RC) and transcribing them on various software packages viz, MS Word, MS Excel, MS Access, Power-point etc.
- Assisting dealing hands in preparation of drafts, notes that are time bound in nature and ensuring that matters requiring attention are not lost sight of.
- Miscellaneous (ie. typographical & field) work
- Assisting the officer in meeting (s)'s arrangements.
- Maintenance of engagement diary, dispatch and records and timely submission of briefs, reports for meeting (s) etc.
- Apprising the officer of his/her meeting (s) with person (s) beforehand in order to facilitate the working.
- Keeping track of instructions given by the officer for the smooth functioning of office.
- Attending to telephone calls tactfully.
- Upkeep of computer, internet, printer (s), zerox machine, etc.

DR. SATGURU PRASAD, APPO(PP)

- Ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Diary, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books.
- Receiving and distribution receipts/dak and files and forwarding of e-mail to the concerned.
- Preparation of meeting materials/technical presentation/inputs in different matters.
- Regular follow ups with concerned experts in the urgent matters with the concerned experts.
- Compilation of data of pesticides of technical and formulation submitted by different firms.
- Preliminary scrutiny of the files and allotment to experts through crop portal.
- Assisting the Secretary (CIB&RC) in day to day work of technical and administrative level.
- Other miscellaneous works as and when assigned by the higher Officers.

SH. JAGRAM, MTS

- File movements work, diary/dispatch and carrying files to different experts/officers.
- Assisting to officials and other miscellaneous works as and when assigned by the higher Officers.

BIO-EFFICACY (ENTOMOLOGY DIVISION):

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

Sl. No	Name of the officer	Designation	Contact No.
1.	Dr. T. Sonai Rajan	Assistant Director (Ento)	0129-2987102
2.	Dr. Narsi M. Reddy	Assistant Director (Ento)	0129-2987102
3.	Shri S. K. Meena	P.P.O. (PP)	0129-2987102
4.	Sh. Siddharth Moudgil	A.P.P.O (E)	0129-2987102
5.	Sh. Anshul Sharma	A.P.P.O (E)	0129-2987102
6.	Ms. Sukhi Mandi	A.P.P.O (E)	0129-2987102

WORK ALLOCATED TO BIO-EFFICACY (ENTOMOLOGY DIVISION)

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

- All Files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act,1968.
- All Files pertaining to registration of Bio- Pesticides u/s 9(3) / 9(3b) of Insecticide Act,1968.
- Label claim Expansion / Endorsement of Chemical Pesticides / Drone based application of pesticides u /s 9(3) of Insecticide Act,1968.
- Co-ordination regarding MRL issues with FSSAI.
- Parliament question, VIP references, RTI, Correspondence with DAC & FW/ State Government Department pertaining to Chemical Pesticides and Bio-Pesticides.
- Issuance of Deficiency letters pertaining to chemical pesticides and bio-pesticides.
- Preparation of Pendency reports (Chemical & Bio Pesticides), Agenda, ICAR Comments letters.
- All files pertaining to TIM and Endorsement u/s 9 (4) of Insecticide Act,1968.
- All files pertaining to RTT.
- All files of already approved label claim Endorsement.
- Attend the meetings related to chemical insecticides with ICMR, NCVBDC, Tea Board and others.
- Any other work assigned by PPA & the Secretary (CIB&RC).

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

DR. T. SONALRAJAN, ASSISTANT DIRECTOR (ENTO)

- All Files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act,1968.
- All Files pertaining to registration of Bio- 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 /Drone based application of 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.
- Attend meetings related to chemical insecticides with ICMR, NCVBDC, Tea Board and others
- Any other work assigned by PPA & Secretary(CIB&RC).

DR. NARSIM. REDDY, ASSISTANT DIRECTOR (ENTO)

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

MR. S.K. MEENA, PLANT PROTECTION OFFICER (PP)

- 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 and verification of Deficiency letters pertaining to Bio-Pesticides.
- All files pertaining to TIM u/s 9 (4) of Insecticide Act,1968
- Preparation of Pendency reports (Bio-Pesticides), and Agendas related to Bio-pesticides.
- Any other work assigned by the Secretary(CIB&RC) and Assistant Director (Ento).

SHRISIDDHARTH MOUDGIL.A.P.P.O. (ENTO.)

- Scrutiny of all files pertaining to registration of Bio-Pesticides u/s 9(3) / 9 (3b) of Insecticide Act,1968.
- Preparation of Pendency reports (Chemical insecticides), Agenda, ICAR Comments letters.
- Co-ordination regarding MRL issues with FSSAI.
- 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 the Secretary (CIB&RC) / Assistant Director (Ento).

SHRI ANSHUL SHARMA. A.P.P.O. (ENTO.)

- Scrutiny of all files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act,1968.
- Verification of Deficiency reply(Chemicals).
- Scrutiny of RTT applications
- Issues related to RTI.
- Any other work assign by the Secretary (CIB&RC) and Assistant Director (Ento).

MS. SUKHLMANDLA.P.P.O. (ENTO)

- Scrutiny of all files pertaining to registration of Chemical Pesticides u/s 9(3) / 9 (3b) of Insecticide Act,1968.
- All files pertaining to TIM u/s 9 (4) of Insecticide Act,1968
- All files of already approved label claim endorsement (Both 9(3) and 9(4)).
- Correspondence with DAC & FW / State Government Department pertaining to Chemical insecticides.
- Any other work assign by the Secretary (CIB&RC) and Assistant Director (Ento).

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: -

Sl.No.	Name of the official	1st Link	2 nd Link
1	Dr. T. Sonai Rajan, Assistant Director (E)	Dr. Narsi M. Reddy Assistant Director (E)	Shri. S.K. Meena P.P.O. (PP)
2	Dr. Narsi M. Reddy Assistant Director (E)	Shri. S.K. Meena P.P.O. (PP)	Shri. Siddharth Moudgil, A.P.P.O. (Ento).

3.	Shri. S.K. Meena P.P.O. (PP)	Shri. Siddharth Moudgil, A.P.P.O. (Ento).	Shri. Anshul Sharma, A.P.P.O. (Ento).
4.	Shri. Siddharth Moudgil, A.P.P.O. (Ento).	Shri. Anshul Sharma, A.P.P.O. (Ento).	Ms. Sukhi Mandi, A.P.P.O. (Ento).
5.	Shri. Anshul Sharma, A.P.P.O. (Ento).	Shri. Siddharth Moudgil, A.P.P.O. (Ento).	Ms. Sukhi Mandi, A.P.P.O. (Ento).
6.	Ms. Sukhi Mandi, A.P.P.O. (Ento).	Shri. Anshul Sharma, A.P.P.O. (Ento).	Shri. Siddharth Moudgil, A.P.P.O. (Ento).

PLANT PATHOLOGY DIVISION:

CONTACT DETAILS OF OFFICERS IN THE BIO-EFFICACY SECTION (PLANT PATHOLOGY DIVISION)

Sl. No.	Name	Designation	Email	Contact No.
1.	Dr.K.L.Gurjar	Joint Director (PP)	gurjar.kl@gov.in	0129-2987105
2.	Shri Anil G.H.	PPO(PP)	anil.gh90@gov.in	0129-2987105
3.	Ms Sakshi Chouhan	Scientific Assistant	sakshi.chouhan@gov.in	0129-2987105

WORK ALLOCATED TO BIO-EFFICACY (PLANTPATHOLOGY DIVISION)

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):-

- 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.
- Scrutinized 9(3) Label expansion file.
- Preparation of ICAR comment and Deficiency Letter
- RTT,9(4)TIM, bio pesticide9(3),3(b) and9(3b)extension and crop deletion.
- Reply of RTI/DAC Letter/Parliament Questions/ VIP references,
- Agenda Preparation authentication(DCR,FinalCR)
- Any other work of importance, assigned by the higher authorities.

DR. K.L. GURJAR, JD(PP)

- Scrutinized the 9(3) file u/s 9(3) category TIM, FI, FIM, TI vs. TIM, TIM vs. TI, TI newsourcenew formulationTIM 9(4) vs TI.
- Scrutinized9(3) Label expansionfile.
- PreparationofICARcommentandDeficiencyLetter
- RTT,9(4)TIM,bio pesticide9(3),3(b) and9(3b)extension andcropdeletion.
- ReplyRTI/DACLetter/ParliamentQuestions/ VIPreferences,
- AgendaPreparationauthentication(DCR,FinalCR)
- Anyother work of importance, assigned bythehigher authorities.
- ToattendvariousmeetingandSeminars/Conferences
- Anyother work ofimportance, assigned bythe higherauthorities.

SHRI ANIL. G.H. PPO

- All applications for Scrutinized the 9(3) file u/s 9(3) category TIM, FI, FIM, , TIM vs. TI,TInew sourcenew formulation TIM 9(3).
- AgendaPreparation.

- Scrutinized 9(3) Label expansion file.
- 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 meetings etc and miscellaneous work.
- Any other works assigned from time – to – time from Joint Director (PP) / Secretary (CIB&RC).

MS SAKSHI CHOUHAN, SCIENTIFIC ASSISTANT

- Scrutinized the RTT, 9(4) TIM, biopesticide 9(3), (3b)
- 9(3b) extension
- Scrutinized 9(4) Label expansion file.
- Agenda preparation for 9(4) TIM, 9(3b) Bio-pesticides
- Pendency report work
- Any other works assigned from time – to – time from Joint Director (PP) / Secretary (CIB&RC).
- Diary and dispatch duties, record management and other miscellaneous works assigned by 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 pending, leave and of staff. However, following internal link officers system will function:-

Sl.No.	Name of the official	1 st Link
1.	Shri Anil, G.H, PPO	Ms Sakshi Chouhan
2.	Ms Sakshi Chouhan	Shri Anil, G.H, PPO

WEED SCIENCE DIVISION:-

CONTACT DETAILS OF OFFICERS IN THE BIO-EFFICACY SECTION (WEED SCIENCE-DIVISION)

S.No.	Name	Designation	E-mail	ContactNo.
1	Sh.Mahesh Chandra	AssistantDirector(WS)	mahesh.8164@gov.in	0129-2413002
2	Dr.RamanSharma	APPO(WS)	gaur.raman@gov.in	0129-2413002
3	Ms. PoonamDevi	TA	pnm.1987@gov.in	0129-2413002

WORKAL LOCATED TO WEED SCIENCE DIVISION

- 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 othercountries of Herbicide technical, Formulations and Plant Growth Regulators (PGR) as per theguidelines of CIB&RC U/s 9(3) (*viz.* TI, FI, FIM, TIM & Label expansion etc.), 9(4) (TIM & Label expansion)andRTT.
- Preparation of technical material on various aspects of Herbicides and Plant Growth Regulators(PGR)forregistration onbio-efficacyandresidue forenforcementof Insecticides Act,1968.
- Attestationoftruecopies ofCRs, Labels,LeafletsandFreesalecertificatesetc.
- AttendingVIPreferences,ParliamentaryMatters,PublicGrievances,and Miscellaneous.
- AttendingRC/CIBMeetingsas andwhenconducted.
- Attendingothermiscellaneousfiles asandwhenreceived.
- AnyotherworkassignedbytheAPPA&Secy.and PPAasandwhenassigned.

SH. MAHESH CHANDRA, ASSISTANT DIRECTOR (WS)

- Scrutiny of files u/s 9(3) (*viz.* -TI, FI, FIM, TIM, TI vs TIM, TI new source and LabelExpansion).
- Scrutinyof filesu/s9(4)TIMandLabel expansion.
- AuthenticationofCRs, Labelsand Leafletsunder allsections.
- Final Scrutinyof RTT files.
- Preparationof ICAR comments letters and MRLfixationtoFSSAI.
- PreparationofagendasforpresentationinRCmeetings.
- Preparation of reports, RC Minutes and Reply to RTIs, Parliament Question etc.
- Issuanceofdeficiency letterspertainingtoscrutinyofall files.
- Attestationoftruecopies ofCRs,Labels,LeafletsandFreesalecertificatesetc.
- AttendingVIPreferences,ParliamentaryMatters,PublicGrievances, andMiscellaneous.
- Anyother work of importance, assigned bythehigher authorities from timetotime.

DR. RAMAN SHARMA, ASSISTANT PLANT PROTECTION OFFICER (WS)

- Scrutiny of new and deficiency files u/s 9(3) (*viz.* -TI, FI, FIM, TIM, TI vs TIM, TI Newsource- and Label Expansion).
- Scrutiny of files u/s 9(4) TIM and Label expansion.
- Scrutiny of RTT, Attestation files.
- Preparation of summary for ICAR comments and MRL fixation to FSSAI.
- Preparation of agendas u/s 9(3), 9(4), RTT files for RC meetings.
- To render assistance in preparation of reports, RC Minutes and Reply to RTIs, Parliament Question etc.
- Any other work of importance assigned by the higher authorities.

MS. POONAM DEVI, TECHNICAL ASSISTANT

- Preliminary Scrutiny of files u/s 9(3) (*viz.* -TI, FI, FIM, TIM, TI vs TIM, TI New source and Label Expansion).
- Preparation of pending reports (Chemicals), ICAR Summary and agendas for RC meetings as and when required.
- Record Management, diary and dispatch duties.
- Any other work of importance, assigned by the higher authorities as and when required.

CHEMISTRY DIVISION (UNIT-I)

CONTACT DETAILS OF OFFICERS IN THE CHEMISTRY DIVISION (UNIT-I)

Sl. No.	Name	Designation	E-mail	Contact No.
1.	Dr. Vandana Seth	JD(Chem.)	vandana.seth@nic.in	0129-2413002
2.	Sh. Ratnesh Kumar Mall	APPO(Chem.)	ratnesh.mall@gov.in	0129-2413002
3.	Smt. Manju Bala	APPO(Chem)	manju.bala1715@gmail.com	0129-2413002
4.	Smt. Suman Basra	PPS	suman.basra@gov.in	0129-2413002
5.	Sh. AmbaDutt Bhatt	PPO(Chem.)	dutt.amba@nic.in	0129-2413002
6.	Smt. KrishnaVashisht	APPO(Chem.)	krishna.vashisht@gov.in	0129-2413002
7.	Sh. Manoj Kumar Sharma	APPO(Chem.)	manojsharma1973@gov.in	0129-2413002

WORK ALLOCATED TO DR.VANDANASETH,JD(CHEM.)

- Scrutiny of bio-pesticides files u/s 9(3) and 9(3b).
- Scrutiny of files u/s 9(3) and 9(3b) of FI, TIM, and endorsement of all category u/s 9(3) except export, free sale and import permit.
- Matter related to ISO Certification of CIB&RC, BIS (FAD-I) related works.
- Preparation of agenda for RC/CIB,
- Authentication of CRs.
- CPIO related work of CIB&RC.
- Attending court cases, references received from DA&FW etc.
- To act as CPIO.
- Any other work assigned by Senior Officers/Secretary (CIB&RC).

SH. RATNESH MALL, APPO (CHEM.)

- Preliminary & Main Scrutiny of bio-pesticides files u/s 9(3) and 9(3b).
- Preliminary & Main Scrutiny of files u/s 9(3) and 9(3b) of FI, TIM, and endorsement of all category u/s 9(3) except export, free sale and import permit.
- To assist in preparation of agenda for RC/CIB,
- To assist authentication of CRs.
- To prepare monthly progress report.
- To maintain the lists & record of ATR received from CIL of Bio-pesticides & chemical pesticide and DNA report from MAU, on regular basis.

- To maintain the lists & record of Affidavit/ICAMA and consent letter etc of endorsement, TIM, FI and of u/s 9(3).
- Any other work assigned by Dr Vandana Seth/Senior Officers/Secretary (CIB&RC).

SMT. MANJU BALA, APPO (CHEM.)

- Preliminary & Main Scrutiny of bio-pesticides files u/s 9(3) and 9(3b).
- Preliminary & Main Scrutiny of files u/s 9(3) and 9(3b) of FI, TIM, and endorsement of all category u/s 9(3) except export, free sale and import permit.
- To assist in preparation of agenda for RC/CIB,
- To assist authentication of CRs.
- To prepare monthly progress report.
- To maintain the lists & record of ATR received from CIL of Bio-pesticides & chemical pesticide and DNA report from MAU, on regular basis.
- To maintain the lists & record of Affidavit/ICAMA and consent letter etc of endorsement, TIM, FI and of u/s 9(3).
- Any other work assigned by Dr Vandana Seth/Senior Officers/Secretary (CIB&RC).

SMT.SUMANBASRA. PPS

- To render assistance in typing work to the concerned expert in preparation of Reports, Agendas 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.

WORK ALLOCATED TO SH.A.D.BHATT,PPO (CHEM)

- Inclusion of molecules in the schedule to the Insecticides Act.
- Updation of various lists & Major Use of Pesticides (MUPs) on the website of Dte. of PPQ&S.
- Updation of Product/molecules in CROP Data Base.
- Scrutiny of applications under 9(4)FIM/9(4)TI/9(4) FI Files.
- Extension of validity of 9(4) TI/FI 9(4) Endorsement of change of name of the source of import, the inclusion of already approved source of import on the CRs, inclusion of supplier name and address on the CRs, Change of the name of the source of import due to chemical disinvestment and validity Extension.
- Miscellaneous works such as attending the various meeting, court cases, references, received from DA&FW.
- Preparation of Agenda for RC/CIB meetings.
 - Providing inputs for drafting the detailed minutes of meeting of Registration Committee.
- Authentication of CRs.
- Change of name of source of import due to chemical disinvestment and validity extension of all 9(3) case.
- Scrutiny and preparation of Import permit of multiuse Insecticides/Biocides,
- Authentication of CRs and any other work assigned by Senior Officers/Secretary (CIB&RC).
- Scrutiny of all application under 9(3) Export, Fast Track Export and Star Export.

MS.KRISHNA VASHISHT,APPO(CHEM.)

- Preliminary scrutiny of Formulation Indigenous Manufacture (FIM) applications u/s 9(4) u/s 9(4) of the Insecticides Act, 1968.
- Technical scrutiny of Formulation Indigenous Manufacture (FIM) applications u/s 9(4). Preparation of Consent verification mails and after verification, savings of mail for uploading, completion of scrutiny of FIM files.
- Preparation of e-verification mail for DNA source along with online verification from ICAMA site.
- Updating of source list, banned product list etc.
- Scrutiny of files received through Online/Offline mode under 9(3) Export category.
- Scrutiny of various applications received for Endorsement and Free Sale Certificates.
- Applications for seeking Import permits.
- Assisting in preparation of Agenda to the RC meetings.
- Any other work, assigned by the higher authorities from time to time.

SHRI MANOJ KUMAR SHARMA,APPO(CHEM.)

- Preliminary scrutiny of Formulation Indigenous Manufacture (FIM) applications u/s 9(4) u/s 9(4) of the Insecticides Act, 1968.
- Technical scrutiny of Formulation Indigenous Manufacture (FIM) applications u/s 9(4). Preparation of Consent verification mails and after verification, savings of mail for uploading, completion of scrutiny of FIM files.
- Technical scrutiny of applications for registration of pesticides u/s 9(4) of the Insecticides Act, 1968 received under a category Technical Import (TI), Formulation Import (FI), TIM (Technical Indigenous Manufacture), Endorsement (END) for extension of validity, addition of source of supplier and import permit.
- Preparation of e-verification mail for DNA source along with online verification from ICAMA site.
- Scrutiny of various applications received for Endorsement.
- Assisting in preparation of Agenda to the RC meetings.
- Preparation of pendency list of applications under various categories.
- Dispatch of dak/ receipt/files.
- Any other work, assigned by the higher authorities from time to time.

CHEMISTRY DIVISION(UNIT-II)

CONTACT DETAILS OF OFFICERS IN THE CHEMISTRY DIVISION(UNIT-II)

Sl. No.	Name	Designation	E-mail	ContactNo.
1.	Dr.SnehaPotdar	DeputyDirector(Chem.)	snehapotdar27@gmail.com	0129-2413002
2.	Dr. Vinita Pachauri Sharma	APPO(Chem)	vinita.pachauri@gov.in	-
3.	Sh. Vikram Singh	APPO(Chem)	vikramsr44@gov.in	-

WORK ALLOCATED TO DR.SNEHAPOTDAR,DD(CHEM.)

- Scrutiny of all categories of 9(3) files (except Export & FI) and 9(4) TIM cases.
- Endorsement of Shelf Life 9(4) Files.
- Approval of Laboratory for data generation (NABL/GLP)
- Miscellaneous work such as Court Cases, appeals etc.
- Issues related to International Conventions (CODEX, Rotterdam, Basal etc.)
- Preparation of Agenda for RC/CIB meeting
- Authentication of CRs and any other work assigned by Secretary, CIB&RC

DR. VINITA PACHAURI SHARMA,APPO(CHEM.)

- Scrutiny of applications for registration of 9(3) TI.
- Scrutiny of applications for endorsement of Shelf Life 9(4) Files
- Matters related to PIC (Rotterdam Convention)
- Preparation of Agenda for RC/CIB meetings
- Any other work of importance as assigned by the Incharge

SH.VIKRAM SINGH,APPO(CHEM.)

- Scrutiny of applications for registration of 9(4) TIM.
- Preparation of Agenda for RC/CIB meetings
- Any other work of importance as assigned by the Incharge.

LEGAL DIVISION

CONTACT DETAILS OF OFFICERS IN THE LEGAL DIVISION

Sl.No.	Name	Designation	E-mail	ContactNo.
1.	Shri Hariom Miglani	Senior Law Officer	homiglani@rediffmail.com	9560170769
3.	Sh. Ajit Kumar Sahu	APPO	ajitkumar.sahu@gov.in	9811580774
4.	Sh. Pankaj	DEO	kaushik-pankaj443@gmail.com	--

WORK ALLOCATED TO SHRI HARIOM MIGLANI, SR. LAW OFFICER

- To supervise the entire litigation across various high courts and Supreme Court.
- To advise Secretary, CIB&RC/PPA/Sr. Officers of DA&FW 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/PQ Order 2003 as per the directives of APPA & Secretary, CIB&RC/PPA.
- To provide legal opinion as and when desired by Senior Officers of DA&FW.
- To brief ASG's and Government Counsel 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.
- To take prompt appropriate in all Legal matters pertain to CIB&RC.
- To provide legal inputs in Parliamentary matters, RTI, VIP references/ Grievances, FR's and other communications in which legal issues are involved.

SHRIPANKAJ DEO

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

SH. AJIT KUMAR SAHU (APPO)

- To assist Sr. Law Officer in overall discharge of the duties
- Any other work assigned by Secretary, CIB&RC, Senior Law Officer

PACKAGING DIVISION

CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE PACKAGING UNIT

Sl. No.	Name	Designation	Contact No:
1.	Dr. Brijesh Tripathi	Deputy Director (Chemistry)	0129-2987104
2.	Smt. Vinita Maheshvari	PPO (Chemistry)	0129-2987104
3.	Ms. R. Anandhi	APPO (Chemistry) Half day basis	0129-2987104
4.	Sh. Lokesh Sharma	APPO (Chemistry)	0129-2987104

WORK ALLOCATED TO PACKAGING UNIT

The following works are being undertaken presently in Packaging Unit of CIB&RC: -

- Preliminary Scrutiny of all applications including bio-pesticides received under different categories viz. Section 9(3), 9(3b) & 9(4) of the Insecticides Act, 1968 for registration of pesticides.
- Detailed Scrutiny of all applications including bio-pesticides received under different categories viz. Section 9(3), 9(3b) & 9(4) of the Insecticides Act, 1968 for registration of pesticides.
- Detailed Scrutiny of all Packaging Endorsement applications including bio-pesticides received under different categories viz. Section 9(3), 9(4) of the Insecticides Act, 1968 for registration of pesticides.
- Detailed Scrutiny of label and leaflet amendments and related issues accompanying the pesticide packages.
- Preparation of Agenda for the scrutinized cases for consideration/ deliberation of the finding in the Registration committee meetings and also for board meetings.
- Participating in the Registration committee meetings for facilitating the deliberations on the applications before registration committee along with Secretary CIB&RC.
- Providing inputs for drafting the detailed minutes of meeting of Registration Committee.
- Scrutinizing and authenticating the draft and final certificate of registration for its correctness in respect of RC meeting approval for packaging requirements.
- Regular interaction with applicant's on Packaging and processing application related issues physically and by electronic means including telephone etc.
- Providing expert comment in dispensing the work related to Research Test and Trial (RTT) Permit related applications for import of pesticides. etc.
- Providing expert comments on administrative and technical comments on various references received from DA&FW other Ministries and Department, State Governments, RTI, Public Grievance, Parliamentary matters and Court case related matters.
- Attending important Meetings, conferences, Workshops, Court cases, drawl of Pesticides Samples etc. as and when deputed for the same.
- Activities related to freezing/unfreezing/ activation of accounts of registrants/ applicants on CROP portal.
- To act as the Nodal office for the development and maintenance of new CROP portal by CGG Hyderabad, to act as contact point for NSWs and also member secretary of Technical Committee for IPMS software's development.
- Other miscellaneous work as assigned by the higher authorities from time to time.

WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER PACKAGING UNIT

DR. BRIJESH TRIPATHI, DD(CHEM) IN-CHARGE/ EXPERT PACKAGING UNIT

- Monitoring Preliminary Scrutiny of all applications including bio-pesticides received under different categories viz. Section 9(3), 9(3b) & 9(4) of the Insecticides Act, 1968 for registration of pesticides.
- Detailed expert level Scrutiny of all applications including bio-pesticides received under different categories viz. Section 9(3), 9(3b) & 9(4) of the Insecticides Act, 1968 for registration of pesticides.
- Detailed expert level Scrutiny of all Packaging Endorsement applications including bio-pesticides received under different categories viz. Section 9(3), 9(4) of the Insecticides Act, 1968 for registration of pesticides.
- Detailed expert level Scrutiny of label and leaflet amendments and related issues accompanying the pesticide packages.
- Preparation of Agenda for the scrutinized cases for consideration/ deliberation of the finding in the Registration committee meetings and also for board meetings.
- Participating in the Registration committee meetings for facilitating the deliberations on the applications before registration committee along with Secretary CIB&RC.
- Providing inputs for drafting the detailed minutes of meeting of Registration Committee.
- Scrutinizing and authenticating the draft and final certificate of registration for its correctness in respect of RC meeting approval for packaging requirements.
- Regular interaction with applicant's on Packaging and processing application related issues, deficiencies physically and by electronic means including telephone, email etc.
- Providing expert comment in dispensing the work related to Research Test and Trial (RTT) Permit related applications for import of pesticides. etc.
- Providing expert comments on administrative and technical comments on various references received from DAC&FW other Ministries and Department, State Governments, RTI, Public Grievance, Court case related matters.
- Attending important Meetings, conferences, Workshops, Court cases, drawl of Pesticides Samples etc. as and when deputed for the same.
- Activities related to freezing/unfreezing/ activation of accounts of registrants/ applicants on CROP portal.
- To act as the Nodal office for the development and maintenance of new CROP portal by CGG Hyderabad, to act as contact point for NSWs and also member secretary of Technical Committee for IPMS software's development.
- Other miscellaneous work as assigned by the higher authorities from time to time.

SMT. VINITA MAHESHVARI, APPO (CHEM)

- Preliminary Scrutiny of all Packaging Division applications.
- Assistant level Scrutiny of all 9(3), 9(3b) and 9(4) category applications including bio-pesticides, Endorsement applications both 9(3) and 9(4).
- Assistance in DCR and FCR hard copy authentication.
- Literature/information search which is required for various reports.
- Preparation of RC and Board meeting Agenda etc.
- To assist in preparation of various reports, replies of letters/ communications etc.
- Any other work assigned from time to time.

MS. R. ANANDHI APPO (CHEM)

- To assist in scrutiny of files of 9(4) Endorsement applications both 9(3) and 9(4).etc.
- Assistant level Scrutiny of 9(3), 9(3b) and 9(4) category applications including bio-pesticides.
- To assist in preparation of Agenda for RC Meetings.
- Literature/information search which is required for various reports.
- To assist in preparation of various reports, replies of letters / communications etc.
- Any other work assigned from time to time.

SH. VIKRAM SINGH, APPO (CHEM)

- Processing of the requests related to freezing/unfreezing/ activation of accounts of registrants/ applicants on CROP portal.
- Processing the requests related to CROP portal payments, proposal of CGG Hyderabad, for NSWS integration and for IPMS software's development.
- To assist in scrutiny of files of 9(4) Endorsement applications and 9(4) TIM .etc.
- Assistant level Scrutiny of 9(3), 9(3b) and 9(4) category applications including bio-pesticides.
- Any other work assigned from time to time.

TOXICOLOGY DIVISION (UNIT-I)

CONTACT DETAILS OF OFFICERS IN THE TOXICOLOGY DIVISION (UNIT-I)

S.No	Name	Designation	E-mail	Contact No.
1.	Dr.S.K.Jain	Sr.Consultant(Medical Toxicology)	drskjainhau@gmail.com	0129-2434469
2.	Mr. JaiPrakash, Sri- vastara	PPO(Tox)	tox.fbd-agri@gov.in	0129-2434469
3.	Dr.JohirulIslam	S.T.O. (Tox)	johirulkxij@gmail.com	0129-2434469
7.	Dr.YogendraNa gar	S.T.O. (Tox)	yogendrabiotech@gmail.com	0129-2434469

WORK ALLOCATED/DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER TOXICOLOGY DIVISION(UNIT-I)

Dr. S.K. JAIN, SR.CONSULTANT(MEDICAL TOXICOLOGY)

- 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.
- Export cases which are not registered in the country for use in the domestic market and 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.
- To assist in technical review of pesticides for their continued use or otherwise in the country.
- Preparation of Reports, supervise the agenda preparation, agenda minutes to co-ordinate for collection of information for various meetings etc., including Central Insecticides Board and Registration Committee or any other Committee.
- To provide comments on references received from Dept. of Agriculture & Farmer Welfare, reply to Parliament Questions and RTI.
- To advise Government on safety aspects of pesticides.

MR. JAIPRAKASH, PPO (TOX.)

- 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,
- 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.;
- 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.

DR. JOHIRUL ISLAM, STO (TOX.)

- 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,
- 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.;
- 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.

DR. YOGENDRA NAGAR, STO (TOXICOLOGY)

- 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,
- 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.;
- 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.

Provision of Link Officials In Case of Absence of Any Official/Staff

Sl. No	Name of the Official	Link Officer
1	Dr. S.K. Jain, Senior Consultant (Med. Toxicology)	Dr. Sameya Anjum Consultant (Medical Toxicology)
2	Mr. Jai Prakash, PPO (Tox.)	Mr. P.S. Khati, PPO (Tox)
3	Dr. Johirul Islam, S.T.O. (Tox)	Dr. Yogendra Nagar, S.T.O. (Tox)
4	Dr. Yogendra Nagar, S.T.O. (Tox)	Dr. Johirul Islam, STO (Tox)

TOXICOLOGY DIVISION (UNIT-II)

CONTACT DETAILS OF OFFICERS IN THE TOXICOLOGY DIVISION (UNIT-II)

Sl.No.	Name	Designation	E-mail	ContactNo.
1.	Dr.Rahis Ahmed	Senior Consultant (Medical Toxicology) (Contractual)	rais.nioh.toxico@gmail.com	09883364417
2.	Ms.Ekta Gupta	PPO (Tox.)	Ekta.gupta2@gov.in	08588841473
3.	Shri SanjeevKumar	APPO	Sanjeev.bhatia@gov.in	09811714215

WORK ALLOCATED TO TOXICOLOGY DIVISION (UNIT-II)

- 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.
- 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 as 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.
- To assist in technical review of pesticides for their continued use or otherwise in the country.
- 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.
- To provide comment on references received from Dept. of Agriculture & Farmer Welfare, reply to Parliament Questions and RTI.
- Advice to Government on safety aspects of pesticides.

WORK DISTRIBUTION AMONGST OFFICERS/OFFICIALS IN THE TOXICOLOGY DIVISION (UNIT-II):

DR. RAHIS AHMED, SENIOR CONSULTANT (MEDICAL TOXICOLOGY)

- Scrutiny of toxicological dossiers of the export applications u/s 9(3)
- Scrutinize the RTT import applications
- To provide the input/assistance to the secretariat of CIB&RC legal officer etc. in defending the legal matters/cases.

- To provide technical input regarding parliament question/quires
- To submit report on evaluation of technical data strictly in the format as per the approved guidelines
- To provide specific observations and comments regarding evaluation of the safety of the product/risk assessment
- To provide comprehensive safety analysis as may be requiring by RC
- To provide inputs for draft minutes to the CIB&RC for the evaluated files etc.
- To extend all kind of inputs/comments related to toxicological issues as may be sought by CIB&RC etc.
- Collection, collation of information on safety aspects of pesticides.
- To advise the Registration Committee and Central Insecticides Board on safety parameters
- Collection and collation of information on various aspect of Pesticides Poisoning and its management and guidance on safe & judicious use of pesticides.
- To attend various meetings/seminars.
- To provide comment on references received from Dept. of Agriculture & Farmer Welfare, reply to Parliament Questions and RTI.

MS.EKTA GUPTA, PPO (TOX):

- Technical scrutiny of Toxicology data submitted by the applicant for registration of the chemical and other pesticides under section 9(3) export and other categories of files/applications;
- To render assistance to the concerned expert(s) in technical review of pesticides for their use and/or otherwise, preparation of technical reports, agendas etc. for Registration Committee etc.
- 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.

SHRISANJEEVKUMAR,APPO(TOX)

- Technical scrutiny of Toxicology data submitted by the applicant for registration of the chemical and other pesticides under section 9(3) export and other categories of files/applications;
- To render assistance to the concerned expert(s) in technical review of pesticides for their use and/or otherwise, preparation of technical reports, agendas etc. for Registration Committee etc.
- 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.

TOXICOLOGY DIVISION (UNIT-III)

CONTACT DETAILS OF OFFICERS IN THE TOXICOLOGY DIVISION (UNIT-III)

S. No	Name	Designation	Email	Contact No.
1	Dr. Sameya Anjum	Consultant (Medical Toxicology) (on Contractual Basis)	sameya001@gmail.com	9312120396
2	Ms. Garima Dutt	Senior Technical Officer (on Contractual Basis)	Garidutt22@gmail.com	7895140206

WORK ALLOCATED TO TOXICOLOGY DIVISION (UNIT-III)

- 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. Evaluation of toxicological dossiers/studies for the purpose of registration of chemical pesticides as well as bio-pesticides. Screening/evaluating/interpretation/extrapolating of results of toxicological studies /scientific data with respect to establishing its safety.
- To assist in technical review of pesticides for their continued use or otherwise in the country.
- Preparation of Reports, Agendas, Minutes and to co-ordinate for collection of information for various meetings etc.
- To provide comments on VIP references and other references received from Department of Agriculture & Farmer Welfare, Reply to Parliament Questions and RTI and other ministries.
- To attend various meetings related to pesticides Management.
- Providing technical inputs on Toxicology to the Registration Committee (RC) and Central Insecticide Board (CIB).
- Advice Government on safety aspects of pesticides.
- Collation and compilation of data on pesticide poisoning and death due to pesticides all over India obtained from various State Agriculture Departments.
- Provide technical inputs in various sub-committees including Harmonization of bio-pesticide guidelines/ simplified guidelines.
- Provide technical inputs related to FSSAI, pesticide residues and codex.

WORK DISTRIBUTION AMONGST OFFICERS/OFFICIALS IN THE TOXICOLOGY DIVISION (UNIT-III):

DR. SAMEYA ANJUM, CONSULTANT (MEDICAL TOXICOLOGY)

- The safety evaluation/risk assessment of pesticide for regulatory mandate of compliance of Insecticide Act, 1968. Evaluation of toxicological dossiers/studies for the purpose of registration of chemical pesticides as well as bio-pesticides. Screening/evaluating/interpretation/extrapolating of results of toxicological studies /scientific data with respect to establishing its safety.
- Providing technical inputs on Toxicology to the Registration Committee (RC) and Central Insecticide Board (CIB).
- Providing comments and replies on various Parliament Questions and Right to Information queries received in Toxicology Division.
- To assist in technical review of pesticides for their continued use or otherwise in the country.
- Preparation of Agendas, Minutes and co-ordination for various meetings etc, including Central Insecticides Board and Registration Committee or any other Committee.
- Authentication of certificates on CROP portal as well as in hard copy (if any).
- Provide technical inputs related to FSSAI, pesticide residues and codex.
- Provide technical inputs in various sub-committees including Harmonization of bio-pesticide guidelines/simplified guidelines.
- Advice Government on safety aspects of pesticides.
- Collation and compilation of data on pesticide poisoning and death due to pesticides all over India obtained from various State Agriculture Departments.

MS. GARIMA DUTT, STO (TOXICOLOGY)

- Assistant level scrutiny of Toxicological data for registration of chemical and bio-pesticides under various sections of Insecticide Act.
- Assist in Preparation of agendas of cases for RC meeting.
- To assist consultant (medical toxicology) in discharge of her duties.
- Assists in preparation of agendas and minutes of various sub-committees.
- Literature research as and when required for the purpose of registration of pesticides.
- Assist in Preparation of answer for RTI as and when required.

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

S.No.	Name of the Official	1 st Link
1	Dr. Sameya Anjum, Consultant (Medical Toxicology)	Dr. S.K. Jain S. Consultant (MT)
2	Ms. Garima Dutt, TO

TOXICOLOGY DIVISION (UNIT-IV)

CONTACT DETAILS OF OFFICERS IN THE TOXICOLOGY DIVISION (UNIT-IV)

S. No	Name	Designation	Email	Contact No.
1	Dr. Prabhakar Maurya	Consultant (Tox)	prabhakartox@gmail.com	0129-2434469
2	Mr. P.S.Khati	PPO (Tox)	khati.prakash01@gmail.com	0129-2434469

Dr. PRABHAKAR MAURYA (CONSULTANT)

- At CIBRC: (half day duty)
 - Files relating to 9(3) TIM
 - Any other work assigned by Secretary, CIBRC
- At CIL: (half day duty)
 - Veterinary care of animals at Animal House Facility, CIL
 - Any assigned duties as IAEC Member, Animal House facility, CIL
 -

MR.P.S.KHATI, PPO (TOX.)

- 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,
- To render assistance to the concerned experts in technical review of pesticides for the use and/or otherwise, preparation of technical reports, agendas etc. for Registration Committee, etc.;

ADMINISTRATIVE DIVISON

CONTACT DETAILS OF SR. ADMINISTRATIVE OFFICER AND THEIR STAFF

S. No	Name	Designation	Email	ContactNo.
1.	Shri Govind Ram	Sr.Administrative Officer	uscibrc-dppqs@gov.in	0129-2987107/0129-2418505
2.	Sh. Lakhan Lal Meena	PS	lmeena.79@gov.in	0129-2418505
3.	Sh. Vijay Kumar	DEO	vijayjorwal680@gmail.com	0129-2418505

WORKALLOCATEDTOSR. ADMINISTRATIVE OFFICER AND THEIR STAFF:

- Holding of meetings of the Central Insecticides Board and Registration Committee. Periodical review of the Insecticides Act and Rules, By-laws etc, framed there under.
- Keeping a watch on the enforcement of the Act in the States, Coordination of the activities between the States, giving clarification on various aspects of the Act/Rules.
- Examination of the application for registration and issue of registration certificates.
- To supervise the CIR-I and CIR-II sections and act as controlling officer respect of the Section Officers and Staff of the section as well as other ministerial staff and non-gazette technical staff posted in the Sec-retariat of CIB&RC. Monitoring of the work relating to upkeep and maintenance of CIB&RC.
- Liasoning work of maintenance of CIB&RC and CIL buildings through CPWD.
- Anyother work of importance, assigned bythehigherauthorities.

SH. LAKHAN LAL MEENA, PS

- To render assistance in typing work and preparation of Reports, Agendas and also co-ordinate for collection of information for various meetings etc.
- Any other work of importance assigned by the Sr. Administrative Officer.

SH. VIJAY KUMAR, DEO

- Scrutiny of KYC forms.
- Movement of files, dak/receipts
- Any other work of importance assigned by the Sr. Administrative Officer.

CIR-I SECTION

CONTACTDETAILSOFF OFFICERS/OFFICIALSIN THECIR-ISECTION

S.No.	Name	Designation	E-mailAddress	Contact No.
1.	Shri Devanand	SectionOfficer	socir1.ppq-s-agri@gov.in	0129-2476208
2.	Shri Radhey Shyam	ASO	-	-
3.	Ms. Sonakshi	APPO (On maternity leave)	-	-
4.	Shri Devendra Singh Dandoliya	APPO	-	-
5.	Shri Pankaj	DEO	-	-
6.	Shri Pawan Kumar	DEO	-	-
7.	Ms. Punam Kumari Giri	TO(TOX)	-	-
8.	Ms. Kiran	MTS	-	-
9.	Sh. Manish Kumar Balmik	MTS	-	-

WORKDISTRIBUTIONAMONGST OFFICERS/STAFFUNDERCIR- I SECTION

SH.DEVANAND. SO

- Discharging supervisory duties in consultation with higher authorities.
- Overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. Timely examination of all cases in accordance with various Govt. of India rules and guidelines.
- Maintenance of discipline and decorum by all the staff members.
- Any other work of importance, assigned by the higher authorities.
- RTI Matters and its quarterly reports
- Public Grievances
- Administrative matters related to Sr. Consultant (Medical toxicology), Consultants (Medical toxicology) and TOs/STOs
- Internal transfers/postings related matters
- Any other work assigned by the section officer/higher authorities.

SHRIRADHEY SHYAM. SSA

- Diary and dispatch duties
- Hindi quarterly reports
- Maintain the record at Reception, receiving of dak/receipts from firms etc and distribution to concerned experts & Section.
- Other miscellaneous works as and when assigned by the higher authorities.

MS. SONAKSHI, APPO(PP)

- Preparing replies to DA&FW matters
- Follow up action of RC meetings regarding public notice etc.

SHRI DEVENDRA SINGH DANDOLIYA, APPO (Chem)

- Preparing replies to DA&FW matters
- Follow up action of RC meetings regarding public notice etc.

SHRIPANKAJ.D.E.O.

- Correspondences regarding registration under 9(4) TIM category
- Surrender of Registration u/s 9 (4) Category.
- All applications for seeking biocide permits

POONAM KUMARI GIRI, TO(TOX)

- RTT permits
- Application regarding Corrigendum/Addendum
- Other Miscellaneous letters/ references

SHRIPAWANKUMAR, DEO

- Dealing with Parliamentary Matters & VIP references
- Processing of Counsel Bills pertaining to court cases
- Processing of Press Bills of Govt. of India, Press pertaining to printing charges
- Dealing with correspondence of TLC
- Other miscellaneous work and any other work of importance, assigned by the higher authorities.

SH. VIJAY KUMAR, DEO

- Maintain the record of digitization and provide the digital information to all expert whenever required.
- Manual allotment of online applications seeking registration of certificate under all categories.
- Updation of monthly production data received from various firms on excel.
- Any other work of importance assigned by the Sr. Administrative Officer/Section Officer.

SH. MANISH KUMAR BALMIK

- Maintaining the cleanliness of the office, carrying of files and papers within the building/outside building, physical maintenance of records of the office.
- Other non-clerical work in the Section/Unit.
- Assist to In-charge of Reception in receiving the dak/receipts and distribute them to concerned officers/officials.
- Assist to Sr. Administrative officer and other official as and when required.

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 on leave/absence of staff. However, following internal link officer system will function:-

Sl. No.	Name of the official	1st Link	2nd Link
1	Shri Devanand , SO	Shri Radhey Shyam, SSA	Shri Pawan Kumar, DEO
2	Ms. Sonakshi, APPO	Sh. Pawan Kumar, DEO	Shri Devanand, SO
4.	Ms. Poonam Kumari Giri, TO	Shri Pankaj, DEO	Ms. Sonakshi, APPO
5.	Shri Pankaj, DEO	Shri Poonam Kumari Giri, TO	Shri Radhey Shyam, SSA
6.	Shri Pawan Kumar, D.E.O.	Shri Devanand, SO	Shri Pankaj, DEO
7.	Shri Radhey Shyam, SSA	Shri Devanand	Shri Poonam Kumari Giri, TO

CIR-II SECTION

CONTACTDETAILSOFOFFICERS/OFFICIALSINTHECIR-IISECTION

S.No.	Name	Designation	E-mailAddress	ContactNo.
1	Shri Devanand , SO	Section Officer	socir2.ppq-s-agri@gov.in	0129-2476219
2	ShriJoney	LDC	-	-
3	Ms.PrinceeShukla	TA	-	-
4	ShriNareshKumar	DEO(Full Day)	-	-
5	Shri ChandiPrasad	LT	-	-

WORKALLOCATED TO CIR – II SECTION

ThefollowingworkshavebeenallocatedtoCIR–IISection: -

- Physical applications processing for grant of registration under 9 (3) &9 (3b) chemical, Bio-pesticides u/s9(3)&9(3b), endorsement cases of all category,
- All applications ofFree sale certificates, duplicate certificate, import permit certificate, Boric Acid and extensionof validity cases etc., Processing of all endorsement certificate generation u/s 9(3), 9(4) related to Legal, Bio-efficacy,Chemistryincluding freesalecertificateetc.,
- Processing of certificate generation of Chemical and Bio – pesticides u/s 9 (3) & 9 (3b). Follow up action of theRCminutes and othermiscellaneous works.
- RC Agenda coordination work, Follow-up action of RC minutes,furnish the status for the matter related toDAC&FW, Quarterly report of Hindi, Diary and dispatch duties, other miscellaneous works Record Management andDiary/ Dispatch ofdaks/ receipts /files andotherworks.
- Holding of VC meetings, weekly meeting at PPA Secretariat.
- Any other worksassignedfromtime–to– time from SeniorAdministrative Officer /Secretary(CIB&RC).

WORKDISTRIBUTIONAMONGST THEOFFICERS/STAFFUNDERCIR– IISECTION:

SH.DEVANAND.SO

Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. He willensure 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 andguidelines.He willensure maintaining of peace anddiscipline by allthe staff members.Any other workofimportance,assigned bythehigher authorities.

SH. JONEY,LDC

- Record keeper and in-charge of record room.
- Files record maintenance of the record room and section.
- Filemovement, diary & dispatch work of the Section.
- Other miscellaneous works as and when assigned by the Section Officer/Higher Authorities.

MS.PRINCEESHUKLA,TA

- Processing of hard files for registration of Bio-pesticides u/s 9 (3) & 9 (3b).
- Submission of deficiency replies/ data as received from applicant to the concerned experts on the relevant files.
- Submission of complete cases for preparation of agenda for RC through Secretary (CIB & RC).
- Maintaining of record/status of pending cases under 9(3) &9(3b).
- RC Agenda compilation and coordination work.
- Follow up action of the RC minutes.
- Other miscellaneous works as and when assigned by the higher Officers.

SHRINARESHKUMAR,D.E.O.

- Certificate generation of all files approved u/s 9 (3) & 9 (3b) chemicals and 9(3) Label expansion (Hard files) and extension of validity cases
- Attestation of certificate
- Import Permits of Boric Acid and other than Boric acid.
- Management of VC meetings, weekly meeting at PPA Secretariat.
- Other miscellaneous works as and when assigned by the higher officers.

SH.CHANDIPRASAD,LT

- File movements work, diary/dispatch and carrying files to different experts/officers and record room.
- Assisting to dealing heads and other miscellaneous works as and when assigned by the higher Officers.

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 pending, leave and of staff. However, following internal link officers system will function:-

S. No.	Name of the Officials	1 st Link official/staff	2 nd Link official/staff
1.	Sh.NareshKumar,DEO	Ms.Princee Shukla,TA	Sh. Joney, LDC
2.	Ms.Princee Shukla,TA	Sh. Joney, LDC	ShriNareshKumar,DEO
3.	Sh. Joney, LDC	ShriNareshKumar,DEO	Ms.Princee Shukla,TA
4.	Sh. Chandiprasad, LT	Sh. Joney, LDC	ShriNareshKumar,DEO

Physical Achievements

Number of Certificate of Registration issued/approved by Registration Committee

Year wise [2017 to 2024]

Sr. No.	Calendar Year [Jan-Dec]	Category wise Certificate of Registration issued/approved											Grand Total	
		Export 9(3)	Bio- Pestici des 9(3)	Chemical 9(3)					Chemical 9(4)					
				TIM	TI	FI	FIM	Total	TIM	FIM	TI	FI		Total
1	2017	1109	29	14	4	2	12	32	135	11560	1	6	11567	12737
2	2018	1070	45	12	17	8	50	87	134	12352	39	3	12394	13596
3	2019	1721	43	8	2	6	18	34	89	9473	27	2	9502	11300
4	2020	982	53	6	21	10	16	53	79	6450	32	5	6487	7575
5	2021	1195	260	30	51	13	30	124	205	22087	70	11	22373	23952
6	2022	772	72	13	20	7	46	86	58	24515	15	1	24589	25519
7.	2023	1859	193	28	29	12	99	168	397	97333	93	6	97829	100049
8.	2024 (as on 31.03.2024)	310	34	3	10	5	22	40	83	2829	71	2	2985	3369

**TIM (Technical Indigenous Manufacture), TI (Technical Import),
FIM (Formulation Indigenous Manufacture), FI (Formulation Import)**
