

हरीश-चन्द्र अनुसंधान संस्थान
(परमाणु ऊर्जा विभाग, भारत सरकार)
छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद) – 211 019
(भारत)



वेबसाइट/Website : <https://www.hri.res.in>
फैक्स/Fax : (91)-532-2569576, 2567444
पत्रांक : एच.आर.आई.No.HRI/ 650/507
दिनांक/Date: 13.6.2023

Harish-Chandra Research Institute

(Deptt. of Atomic Energy, Government of India)
Chhatnag Road, Jhunsi, Prayagraj (Allahabad) - 211 019 (INDIA)

परिपत्र /CIRCULAR

विषय/Subject : विभिन्न समितियों का गठन/Constitution of Various Committees

In supersession of previous Circular No HRI/650/720 dated 08 August 2022 and subsequent Addendum/Corrigendum (if any) on the captioned matter, it has been decided to constitute the various committees (as per **Annexure-I**) of the Institute with immediate effect. The committee shall continue to function till further orders. The Conveners of the various committees are advised to take over the previous records etc., if any, and initiate further necessary steps as per requirement.

The reports and recommendations of the administrative committees should be forwarded to the Dean (Administration)/Dean (Academic)/Registrar before obtaining approvals from the Director.

The members working on the various committees, including academic members, will be expected to be available at the Institute as often as necessary. In the event they are likely to proceed on long leave, say for durations exceeding 21 days, they should inform the Director, so that he may consider reconstituting the committees suitably with a view to facilitate smooth functioning of the committees.

The invitation to the student and HRIRA representatives on the committees are to be decided by the Conveners of the respective committees, who will call them when their participation is needed.

If required, the activities/work of a committee may internally be divided into smaller groups for specific functions.

This is being issued with the approval of the Director.


(D. Surya Ramana)
Acting Registrar

Copy to HRIALL (through eMail)

CONSTITUTION OF VARIOUS COMMITTEES

S N	Name of the Committee	Convener	Members	Responsibilities
Academic Committees				
1.	Physics Academic Committee	Dr. Anirban Basu	Dr. Aditi Sen De Dr. A. Maharana Dr. Santosh Kumar Rai Dr. Tathagata Ghosh Dr. Sayan Choudhury	<ul style="list-style-type: none"> • Handles the admission process and the assignment of teaching duties. • Monitors students in the coursework phase • Appointment/extension of PDF's.
2.	Maths Academic Committee	Dr. P K Ratnakumar	Dr. Tuhin Ghosh Dr. Umesh K V Dubey Dr. Manoj Kumar Dr. Aprameyo Pal	
3.	Faculty Appointment	Director	Dr. A. Maharana (Conv. - Physics) Dr. Ujjwal Sen Dr. Santosh Kumar Rai Dr. P K. Ratnakumar (Conv. - Maths) Dr. R. Thangadurai Dr. Aprameyo Pal	The Director will oversee all faculty appointments and related issues. The committee shall have two sub-committees representing the respective faculties, with members and convener as indicated
4.	Outreach Programme	Dr. A. Maharana	Dr. Umesh K. Dubey Dr. Sudip Chakraborty Dr. Punita Batra Dr. Debraj Rakshit Dr. Aprameyo Pal Dr. Tathagata Ghosh	Oversee outreach programs like VSP/VSSP/SPIM and talent search (except Rajbhasha). Dr. Batra will be responsible for SPIM. Preparing various reports on the institute, research highlights on the web and social media.
General / Common Activities				
5.	Computer	Dr. Ujjwal Sen	Dr. Dileep Jatkar Dr. Manoj Kumar HRI Systems Manager	Oversee and manage the Common IT infrastructure of the institute

6.	High Performance Computing	Dr. Santosh Rai	Dr. Prasenjit Sen Dr. Sudip Chakraborty Dr. Bhupendra Mishra Dr. Debraj Rakshit HRI Systems Manager	Oversee the operation, maintenance and planning for the Cluster Computing facilities of the institute.
7.	Library	Dr. Anirban Basu	Dr. B.S.S. Sreedhar Dr. Prasenjit Sen Dr. Gyan Prakash Librarian	As per clause 23.2(ii) of Bye-Laws, the rules for the management of the Library shall be framed from time to time, as may be found necessary, by the Library Committee which shall be responsible for the proper functioning of the Library
8.	Academic Infrastructure (including Physics Laboratory)	Dr. R. Thangadurai	Dr. Anirban Basu Dr. Sudip Chakraborty Dr. Shyam Lal Gupta Dr. Jishnu Ray Dr. Amrita Ghosh	<ul style="list-style-type: none"> Oversee the maintenance and allocation of all classrooms, seminar rooms, auditorium, office space and physics lab
9.	Housing Committee (Housing, Guest House, Pantry, Mess)	Dr. R. Thangadurai	Dr. Aditi Sen De Dr. P. K. Ratnakumar Dr. Sayan Choudhary Dr. B.S.S. Sreedhar AEE(Civil) GHM SPO	<ul style="list-style-type: none"> Oversee the functioning and maintenance of the Guest House, pantry, mess. Housing/hostel allotment and related issues.
10.	Medical	Dr. Aditi Sen De	Dr. Gyan Prakash Dr. Tapas Kumar Das Dr. Tathagata Ghosh Ms. Anju Verma	To look after the medical facilities of the institute and related issues under the provisions of the Medical Rules.
11.	Transport	Dr. Manoj Kumar	Dr. T P Pareek Dr. Shyam Lal Gupta Dr. Tathagata Ghosh Mr. Yashpal Singh	To regulate and oversee the transportation facilities of the institute and related issues.

12.	Security	Dr. A. Maharana	Dr. R. Thangadurai Dean (Admin) Registrar Admin Officer Mr. Uma Kant Dwivedi	To regulate and oversee the services provided by the security agency of the Institute
13.	Foreign Travel	Dr. R. Thangadurai	Dr. Tapas K Das Dr. Hemangi M Shah Admin Officer	To regulate foreign travels for academic purposes as per the Foreign Travel Guidelines of the institute.
14.	Sports & Entertainment	Dr. Umesh V Dubey	Dr. Aresh K Datta Dr. Punita Batra Mr. Sudheer Kumar Singh Mr. Umakant Dwivedi	Shall internally divide responsibility for sports and cultural functions.
15.	Endowment	Dr. A. Maharana	Dr. Dileep Jatkar Dr. Bhupendra Mishra Dr. D. Surya Ramana	Management of all Endowment funds including Infosys funds. Also responsible both for contacting possible donors as well as management /allocation of all endowment funds available as per regulations of the institute.
16.	Colloquium	Dr. Aprameyo Pal Dr. Sudip Chakraborty	Dr. Tuhin Ghosh Dr. Sayan Choudhary	Organisation of colloquia and the named lectures of the institute. Colloquium suggestions will come from the faculty.
17.	Engineering, Maintenance & Development Works Committee (Formerly known as LWC)	Dean (Admin)	Dr. Aprameyo Pal Dr. A. Maharana Dr. Bhupendra Mishra Registrar SO'E' AEE (Civil) AEE (Electrical) Shri Pradosh Kumar	Oversee the functioning of the Engineering Section of the institute including construction/renovation works as well as overall maintenance, cleanliness of the campus and horticulture.
18.	Rajbhasha Samiti	As per OM no HRI/650/1781 dated 16 Jan 2023 (copy attached as Annex – “A” - as amended from time-to-time).		
19	General Grievances	Dean (Admin)	Dean (Student Affairs) Admin Officer	General grievances except the cases mentioned in the scope of “Internal Complaint Committee (ICC) & Women’s Grievances”

20.	Internal Complaint Committee (ICC) & Women's Grievances	<p>As per OM no HRI/980/504 dated 13 June 2023 (copy attached as Annex – “B” - as amended from time-to-time), the committee has been reconstituted. This committee has been constituted as per “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. The first committee was constituted vide OM no HRI/980/1273 dated 18th July 2016 which contained various related provisions available at our website (https://www.hri.res.in/~omnotices/admin/sexual-harassment/sexual-harassment.html).</p> <p>To streamline the activities of this committee, following subgroup is being constituted for General Grievances of Women.</p> <p>(a) Dr. Aditi Sen De - Convener (b) Dr. Punita Batra - Member (c) Dr. Amrita Ghosh - Member (d) Smt. Anju Verma - Member (e) Smt. Sumitra - Member</p> <p>If a grievance falls under the definition of Sexual Harassment as per definition given in the Act mentioned, it shall be considered by the full ICC.</p>		
22.	HBNI Cell	Dean (Academic)	Convener Phy. Committee Convener Maths Committee Nodal Officer, HBNI Admin Officer	All HBNI related matters.
23	DAE Liaison	Registrar	Dean (Admin) Dean (Academic) Admin Officer (As and when required, Director may be special invitee and shall chair the meeting). <i>Other members may be invited as per the need.</i>	Liaison with DAE and related issues.
24.	Budget Review & Planning	Director	Dean(Admin) Registrar Accounts Officer Admin Officer (Other Members may be invited as per the need)	Budget finalization, projects monitoring etc. During the projects monitoring, all the PIs shall be invited.
25.	Purchase	Director	Dean (Admin) Registrar Accounts Officer Admin Officer SPO	Purchase related issue. SPO shall call the meeting with the permission of Registrar/Director as and when required.



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HARISH-CHANDRA RESEARCH INSTITUTE

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Chhatnag Road, Jhunsi, Prayagraj (Allahabad) – 211 019

सं./No.: एच.आर.आई./650/ 1781

दिनांक/Date: 16.1.2023

कार्यालय ज्ञापन/OFFICE MEMORANDUM

विषय/Subject: संस्थान की राजभाषा कार्यान्वयन समिति का पुर्नगठन/Reconstitution of "Official Language Implementation Committee (OLIC)" of the Institute.

संस्थान के समस्त अनुभागों में हिन्दी के प्रभावी प्रयोग हेतु निदेशक द्वारा निम्नानुसार "राजभाषा कार्यान्वयन समिति" का पुर्नगठन किया जाता है।

To make effective use of Hindi in all sections of the Institute, the Director has reconstituted the Official Language Implementation Committee as per the following:-

(क) पदेन सदस्य/Ex officio members

- | | |
|---|--------------------|
| 1. निदेशक/Director | - अध्यक्ष/Chairman |
| 2. रजिस्ट्रार/Registrar | - संयोजक/Convener |
| 3. डीन (प्रशासन)/Dean (Admin.) | - सदस्य/Member |
| 4. लेखाधिकारी/Accounts Officer | - सदस्य/Member |
| 5. पुस्तकालयाध्यक्ष/Librarian | - सदस्य/Member |
| 6. वैज्ञानिक अधिकारी 'ई' /Scientific Officer 'E' | - सदस्य/Member |
| 7. सिस्टम्स मैनेजर/Systems Manager | - सदस्य/Member |
| 8. अतिथि गृह प्रबंधक/Guest House Manager | - सदस्य/Member |
| 9. भण्डार/क्रय अधिकारी/Store/Purchase Officer | - सदस्य/Member |
| 10. निदेशक के निजी सहायक/Personal Assistant to Director | - सदस्य/Member |
| 11. प्रशासनिक अधिकारी/Administrative Officer | - सदस्य/Member |
| 12. कनिष्ठ हिन्दी अनुवादक/Junior Hindi Translator | - सदस्य/Member |
| 13. कार्यालय अधीक्षिका/Office Superintendent | - सदस्य/Member |
| 14. लेखाकार/Accountant | - सदस्य/Member |
| 15. प्रभारी, परिवहन/In charge, Transport | - सदस्य/Member |
| 16. प्रेषण लिपिक/Despatch clerk | - सदस्य/Member |

जारी....2

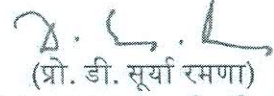
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(ख) नामित सदस्य/Nominated members

17. प्रो. पुनीता बत्रा - सदस्य/Member
18. प्रो. मनोज कुमार यादव - सदस्य/Member
19. प्रो. संतोष कुमार राय - सदस्य/Member

पूर्व में निर्गत कार्यालय ज्ञापन सं.एच.आर.आई./650/3554 दिनांक 07.03.2018 में गठित ओलिक समिति के प्राविधान को उक्त सीमा तक संशोधित माना जायेगा।

Earlier Office Memorandum No.H.R.I./650/3554 dated 07.03.2018 shall be treated as amended to the above extent.



(प्रो. डी. सूर्या रमणा)

डीन (प्रशासन) एवं कार्यकारी रजिस्ट्रार

प्रतिलिपि: 1. उपरोक्त सभी सदस्यों को 2. संबंधित पत्रावली

हरीश-चन्द्र अनुसंधान संस्थान

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पत्रांक : एच.आर.आई.No.HRI/... 980/504

दिनांक/Date... 13 Jun 2023

कार्यालय ज्ञापन/OFFICE MEMORANDUM

विषय/Sub.: महिलाओं का कार्यस्थल पर लैंगिक/यौन उत्पीड़न (निवारण, प्रतिबंध और प्रतितोषण) – आंतरिक शिकायत समिति का पुर्नगठन/Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) – Re-constitution of Internal Complaints Committee.

उक्त विषयक कार्यालय ज्ञापन सं.एच.आर.आई./980/1011 दिनांक 17 जुलाई, 2019 (संस्थान की वेबसाइट - <https://www.hri.res.in/~omnotices/admin/sexual-harassment.html> पर उपलब्ध) द्वारा संबंधित विषयक महिला एवं बाल विकास मंत्रालय की अधिसूचना दिनांक 09 दिसम्बर, 2013 के क्रम में संस्थान पर संबंधित अधिनियम सं.14, 2003 की धारा 4 के प्राविधान के अन्तर्गत संस्थान स्तर पर "आंतरिक शिकायत समिति/महिला शिकायत प्रकोष्ठ" का गठन किया गया था।

On the captioned matter, vide O.M. No.H.R.I./980/1011 dated 17th July, 2019 (available on institute's website - <https://www.hri.res.in/~omnotices/admin/sexual-harassment.html>) a committee "Internal Complaint Committee/Women's Grievance Cell" was constituted in compliance with the provision of clause 4 of Act No. 14 (2003) as per notification of Ministry of Women and Child Development (dated 9th December 2013).

2. उक्त समिति का तीन वर्ष का कार्यकाल पूर्ण हो जाने के उपरान्त निम्नानुसार उक्त समिति (आंतरिक शिकायत समिति/महिला शिकायत प्रकोष्ठ) का पुर्नगठन किया जाता है।

After completion of three years tenure of the committee, the committee (Internal Complaint Committee/Women's Grievance Cell) is reconstituted as per the following:-

1.	प्रो. अदिति सेन डे/Prof. Aditi Sen De	पीठासीन अधिकारी/अध्यक्ष Presiding Officer/Chairperson
2.	श्रीमती पद्मा सिंह, सामाजिक कार्यकर्ता/Smt. Padma Singh, Social Activist	सदस्य (वाह्य)/Member (External)
3.	प्रो. पुनीता बत्रा/Prof. Punita Batra	सदस्य/Member
4.	प्रो. डी. सूर्या रमणा/Prof. D. Surya Ramana	सदस्य/Member
5.	प्रो. मनोज कुमार यादव/Prof. Manoj Kumar Yadav	सदस्य/Member
6.	प्रो. अंशुमन महाराणा/Prof. Anshuman Maharana	सदस्य/Member
7.	श्री के.के. सुरेश कुमार/Shri K.K. Suresh Kumar	सदस्य/Member
8.	डॉ. अमृता घोष/Dr. Amrita Ghosh	सदस्य/Member
9.	श्रीमती अंजू वर्मा/Smt. Anju Verma	सदस्य/Member
10.	श्रीमती सुमित्रा/Smt. Sumitra	सदस्य/Member
11.	श्री एन.के. अरोड़ा, एडवोकेट/Shri N.K. Arora, Advocate	विशेष आमंत्रित/Special invitee
12.	समय-समय पर आवश्यकतानुसार निदेशक द्वारा नामित एक छात्र/छात्रा (छात्रा को वरीयता) प्रतिनिधि (जेआरएफ/एसआरएफ/पीडीएफ)/One student representative (JRF/SRF/PDF) nominated by the Director from time-to-time/as & when required (preferably a female student)	विशेष आमंत्रित छात्र प्रतिनिधि/ Special invitee (as student representative)

हरीश-चन्द्र अनुसंधान संस्थान

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पत्रांक : एच.आर.आई.No.HRI/.....

दिनांक/Date.....

3. इस विषयक पूर्व निर्गत कार्यालय ज्ञाप सं.एच.आर.आई./980/1273 दिनांक 18 जुलाई, 2016 के अन्य प्राविधान यथावत रहेंगे।

Provisions enunciated in earlier O.M. No.H.R.I./980/1273 dated 18 July, 2016 shall remain the same.

4. यह आदेश निदेशक के अनुमोदनोपरान्त निर्गत किया जाता है।

This issues with the approval of the Director.


(कार्यकारी रजिस्ट्रार/Acting Registrar)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु/Copy to the following for information and necessary action:-

1. समिति के सभी सदस्यों को/All members of the committee
2. निदेशक/Director
3. सिस्टम्स प्रबंधक को संस्थान की वेबसाइट पर अपलोड करने हेतु/Systems Manager – to upload it on institute website.
4. समस्त सूचना पट्टों पर/All notice boards
5. संस्थान के सभी सदस्यों को ई-मेल द्वारा/All members of the institute by e-mail